

2002

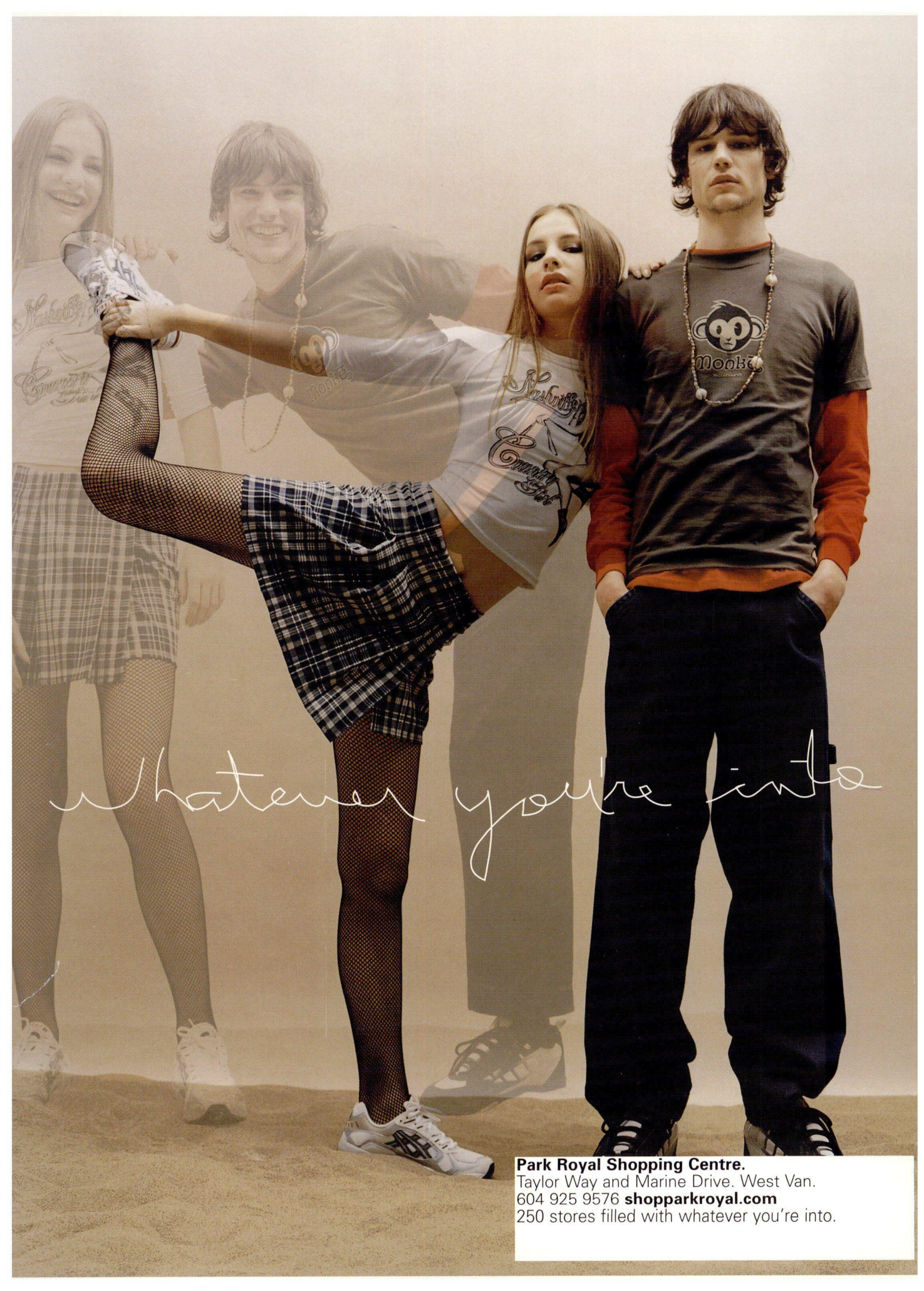
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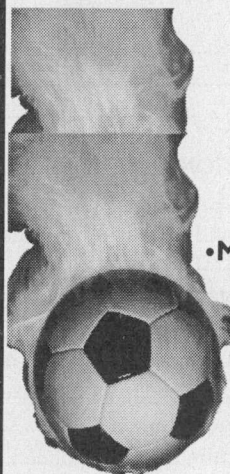
Friday - 8:30 am - 4:00pm

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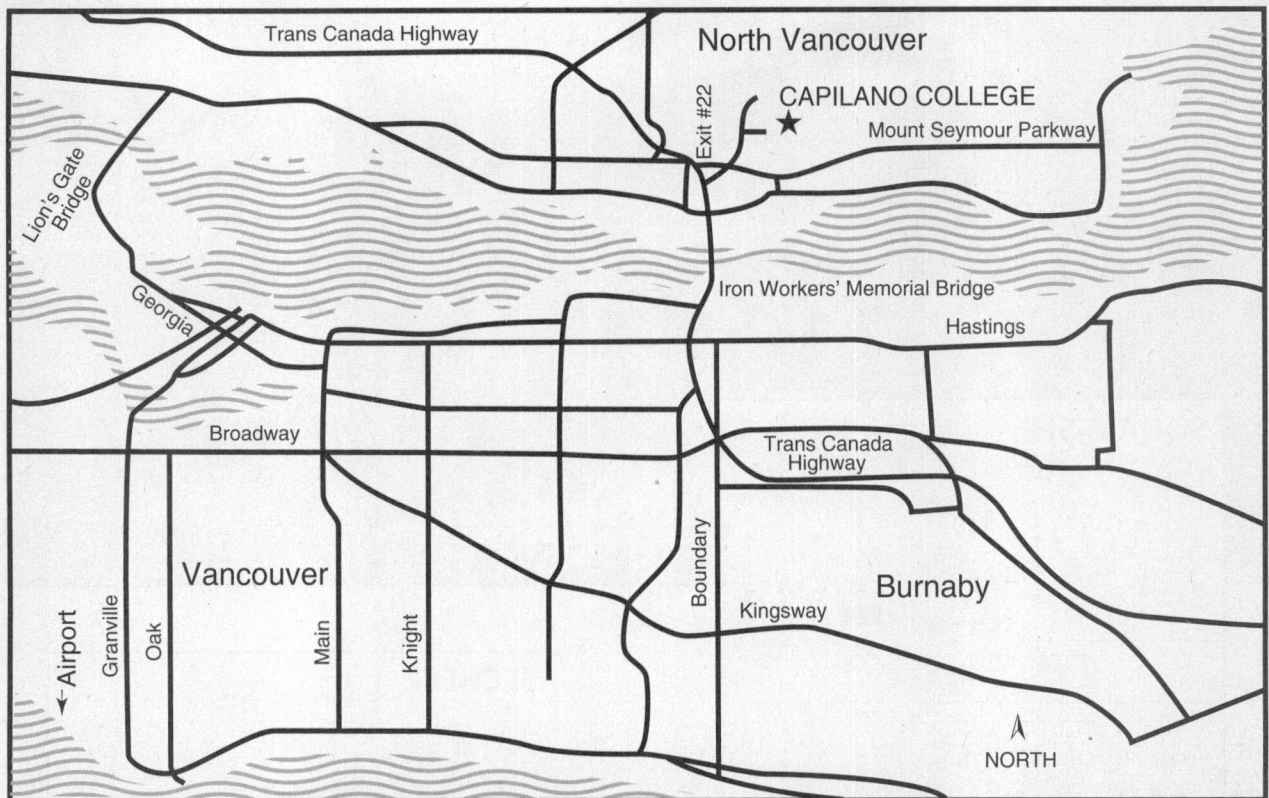
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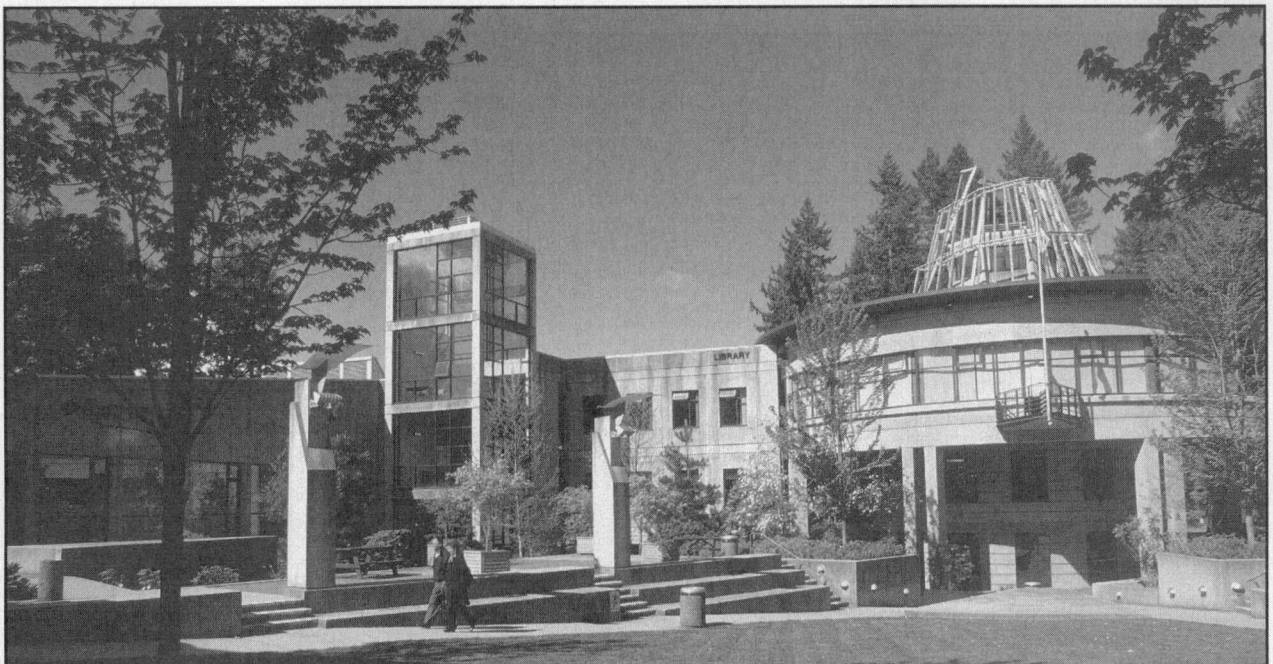
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How To Find Us

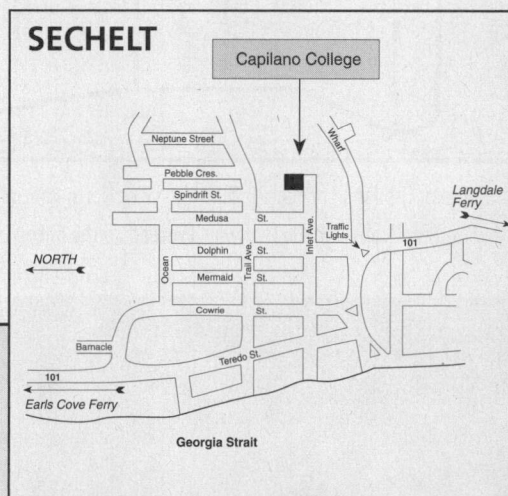
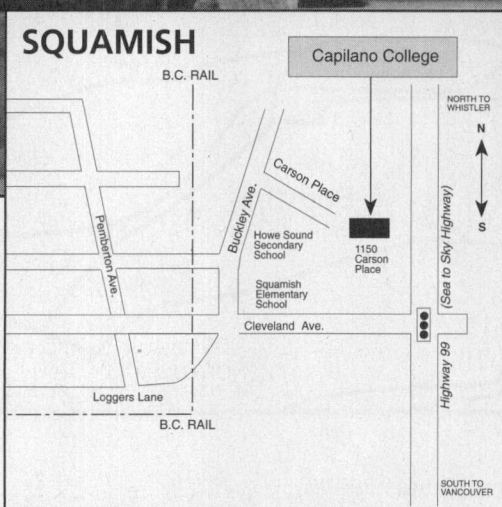
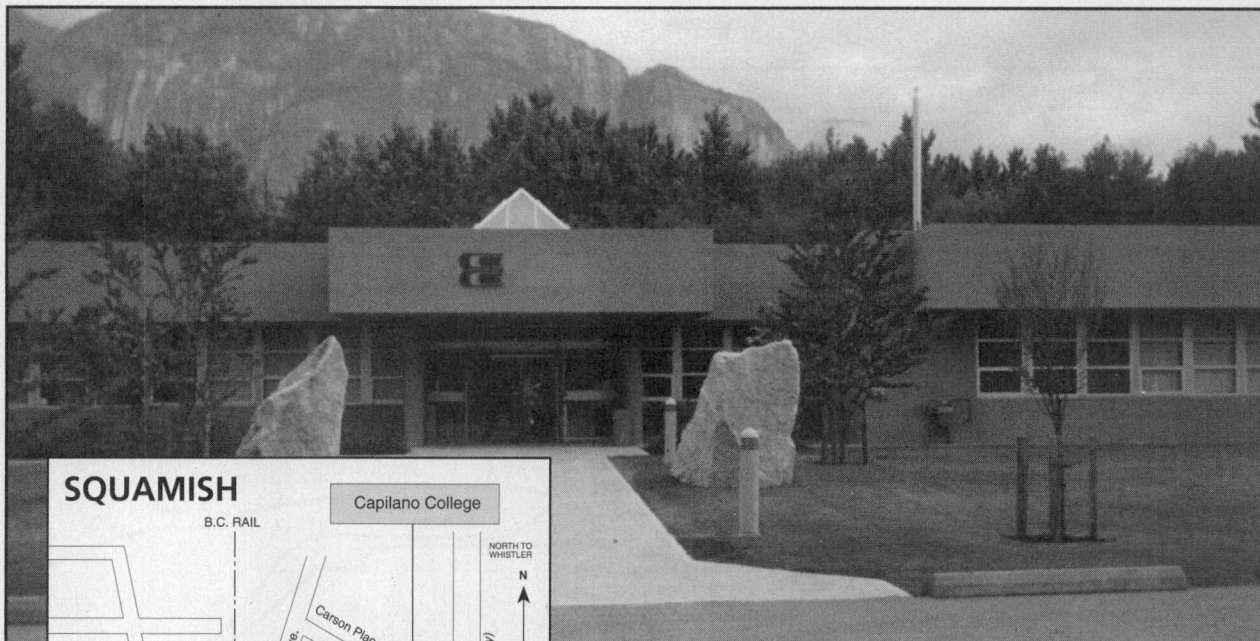


Campus Address: Capilano College, 2055 Purcell Way, North Vancouver, B.C., V7J 3H5

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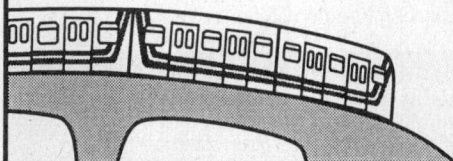
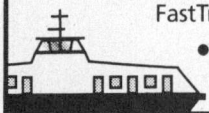
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university transfer
post-graduate programs
career programs
continuing education

student services

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Advising Centre	Health Services
Career Resource Centre	International Student Centre
Child Care Centre	Library
Computer Learning Centre	Mathematics Learning Centre
Counselling Department	Peer Support Centre
Disability Services	Registrar's Office
Financial Aid Office	Student Employment Centre
First Nations Student Services	Writing Centre

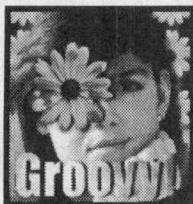
For more information, see the Student Services section of this calendar.

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Professional Film Studies

Health & Fitness

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Personal & Professional Development

Personal Development, Professional Development, Vocational Rehabilitation Professional Development Series, Facilitator Training for Youth, General Interest

Eldercollege

Modern Languages

Farsi, Spanish, German, French, Italian, Russian, Japanese, Mandarin

Community Music School

Choral Ensembles, Voice, Theory, Group Piano, Guitar, Music for Children & Youth

Natural & Social Sciences

Workshops & Field Courses, Lectures in Ethnobiology and Archaeology, Science Lectures on Mammals of British Columbia

Occupational Health and Safety

Occupational Certification, Worksafe



Basic Photography
Photo by Jan Westendorp

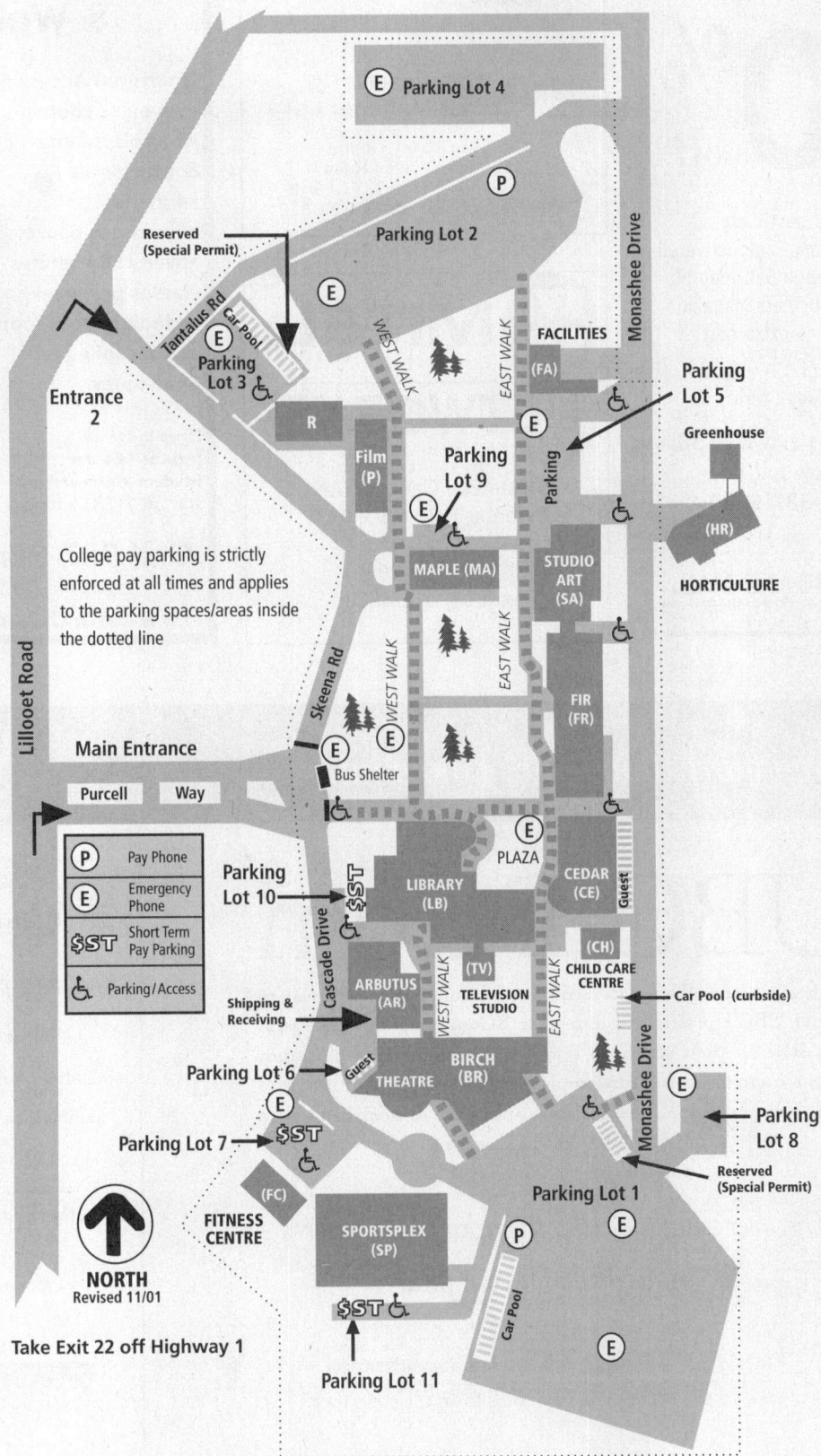


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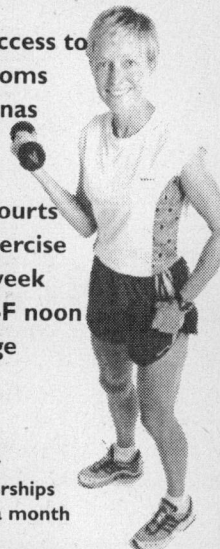
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A

Aboriginal Film and Television Production Program	604.990.7904
Aboriginal Financial Management Program	604.984.4960
Accounting Assistant Program	604.984.4959
Accounting Support Program	604.984.4959
Administrative Assistant Program	604.984.4959
Adult Basic Education	604.983.7578
Adult Special Education	604.983.7578
Advising Centre	604.984.4990
Alternative Career Training	604.984.1711
Alumni Relations	604.984.4983
Animation	604.983.7516
Applied Business Technology Programs	604.984.4959
Applied Information Technology (Infotec) Program	604.984.1727
Art	604.984.4911
Arts and Entertainment Management Program	604.984.4911
Asia Pacific Management Co-op Program	604.984.4981
Athletics and Recreation	604.984.4977

B

Bookstore	604.984.4972
Business Administration Programs	
General Information	604.984.4960
Co-op Education	604.984.1735
	or 604.983.7557
Business Fundamentals Program	604.984.4959

C

Capilano College Foundation	604.984.4983
Capilano Review	604.984.1712
Career Access Centre	604.984.1784
Cashiers' Office	604.984.1786
Child Care Centre	604.984.4950
Commercial Animation Program	604.983.7516
Communications	604.983.7515
Community Development and Outreach	604.984.1759
Community Relations	604.984.1729
Computer Animation and Visual Effects Program	604.983.7516
Computer Services	604.984.4952
Computer Specialist Program	604.990.7871
Conflict Resolution Advisor	604.983.7547
Continuing Education	604.984.4901
Counselling	604.984.1744
Courier Newspaper	604.984.4949

D

Deans' Offices	
Arts	604.984.1747
Business	604.984.4923
Human Services & International Education	604.990.7895
Science & Media Technology	604.984.1748
Student Services & Foundation Programs	604.984.1749
Digital Animation Program	604.983.7516
Disability Services	604.983.7526

E

Early Childhood Care & Education Program	604.984.4960
Eldercollege	604.984.4909
e-Merge: Applied Business Technology Online	604.984.4959
English as a Second Language (ESL)	604.984.4971
Environmental Science Program	604.983.7562

F

Faculty Association	604.984.4948
Film Studies Programs	604.990.7868
Financial Aid	604.984.4966
First Aid	604.984.1772
First Nations College Preparatory Program	604.983.7573
First Nations Student Services	604.984.1762
Fisheries & Forestry	
Science – Sechelt	604.986.1911, ext. 5900
	or (604) 885.9310

H

Health Programs	604.984.4960
Health Services	604.984.4964
Home Support/Personal Care Attendant Program	604.984.4960
Home Support/Resident Care Attendant Program	604.984.4960
Humanities Division	604.984.4957

I

IDEA Program (Illustration/Design Elements & Applications)	604.990.7820
Impark	604.983.7593
International Student Advisor	604.983.7539
International Student Centre	604.990.7863
International Student Counsellor	604.983.7535

J

Jazz Studies Program	604.984.4951
----------------------	--------------

L

Labour Studies Program	604.984.4954
Landscape Horticulture Program	604.984.4960
Latin American Management Program	604.990.7881
Legal Secretarial Program	604.984.4959
Library	
Circulation	604.984.4944
Reference	604.984.1769
Local Government Administration Program	604.986.1911, ext. 2340

M

Media Program	604.984.4940
Medical Office Assistant Program	604.984.4959
Music Therapy Program	604.984.4951
Music Transfer Program	604.984.4951

O

Office Assistant Program	604.984.4959
Online Publishing Program	604.990.7819
Outdoor Recreation Program	604.984.4960

P

Paralegal/Legal Assistant Program	604.983.7594
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President's Office	604.984.4987
Prior Learning Assessment	604.984.1788
Pure & Applied Sciences Division	604.984.4955

R

Registrar's Office	604.984.4900
Retail Marketing Co-op Program	604.984.4960

S

SARAW, SAM	604.983.7552
Sechelt Campus	604.885.9310
(To call from Vancouver, dial 604.986.1911, ext. 5900)	
Security	604.984.1763
Social Sciences Division	604.984.4953
Special Education Teacher Assistant Program	604.986.1911, ext. 2209
Sports Medicine Clinic	604.990.7851
Sportsplex	604.984.1737
Squamish Campus	604.892.5322
(To call from Vancouver, dial 604.986.1911, ext. 5800)	
Student Employment Centre	604.984.4965
Student Union	604.984.4969
Studio Art Program	604.984.4911
Study Abroad Program	604.990.7895

T

Television Lab	604.986.1911, ext. 2171
Textile Arts Program	604.984.4911
Theatre	
Box Office	604.990.7810
Manager	604.984.1775
Program Information	604.984.4911
Tourism Management Program	604.984.4960

V

Vice President, Academic Affairs	604.984.1738
Visual and Performing Arts Division	604.984.4911

W

Wilderness Leadership Program	604.984.4960
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About Capilano College

In 1968 Capilano College opened its doors to just over 700 students. Since then, it has grown steadily to become one of British Columbia's most outstanding colleges, with enrolment totalling 7,000 students.

The College is a dynamic source of leadership within the communities it serves. The main campus is in North Vancouver, nestled in a natural setting on the slopes of the North Shore mountains. Regional campuses in Squamish and Sechelt provide educational opportunities to students in the communities of Howe Sound and the Sunshine Coast. The College welcomes students from the Lower Mainland, British Columbia, Canada and around the world.

Capilano College has earned a reputation for teaching excellence and innovation. Faculty members are experts in their fields and bring extensive knowledge to the classroom. In support of a wide range of educational goals, the College offers a quality learning experience in a variety of program areas:

University Transfer

Capilano College provides a solid academic foundation that can lead to many educational and career opportunities. The College offers a wide range of courses which are transferable to universities in British Columbia and elsewhere in Canada. Capilano College offers several options, including:

- Associate degrees in Arts or Science
- Bachelor degrees, offered in partnership with the Open University: Bachelor of Music in Jazz Studies, Bachelor of Music Therapy, Bachelor of Business Administration, and Bachelor of Tourism Management
- Post-baccalaureate programs in Environmental Science, Asia Pacific Management, Latin American Management, Art, and Writing Practices.

Career/Vocational Programs

Capilano College offers a variety of employment-oriented programs leading to certificates, diplomas and degrees. They are constantly reviewed to ensure that students are taught the latest techniques and skills required in today's workplace. Advisory committees, composed of business and community leaders and employers, advise on the content of all career and vocational programs.

Preparatory Courses

The College offers a full range of preparatory courses to assist students in meeting their educational and career goals. After upgrading or refreshing their skills, students may seek employment or move into a career program or university transfer courses.

International Education

Capilano College is an active participant in the international community. Its multicultural character is enhanced by international students from more than 40 countries.

Capilano College partners with institutions, governments and organizations worldwide, in countries such as Japan, Thailand, China, Vietnam, Columbia, and Lebanon.

Continuing Education

Each year, thousands of students enrol in non-credit courses, seminars, workshops and lectures for personal and professional development, or just for pure enjoyment.

Contract Services

Capilano College specializes in flexible, customized, short-term training, adapted for the classroom, conference room or computer lab, and offered on-campus or at the worksite.

MISSION AND VALUES

At Capilano College our mission is to enable student success in current and continuing studies, in a chosen career, in the pursuit of knowledge, and in contributing effectively as responsible citizens in a rapidly changing and diverse global community.

To accomplish its mission, Capilano College strives to produce a dynamic and secure learning environment committed to excellence in education and to equity of access. It seeks to offer, either selectively within its own resources, or more broadly in partnership with others, high-quality and flexible preparatory, academic, career and vocational programs that provide opportunities for a wide range of students. It does so in the context of the following values:

Students

Student needs are the first concern of Capilano College. The College values the diverse backgrounds and cultures from which its students come and strives to provide curricula and support services that will sustain all students' personal growth and cultural enrichment. It believes that students should leave the College with the knowledge, skills and attitudes that will enable them to become independent learners and thinkers with enhanced skills in literacy, numeracy, and critical thinking, and with a positive attitude toward learning. The College expects and values the

commitment of students to the learning process and to the maintenance of secure and supportive learning conditions.

Community

The College is an important resource in the educational, economic and cultural life of all the communities it serves.

It recognizes the unique needs of its regional centres, and of the diverse populations served by its programs. The College offers its expertise and leadership by actively helping all its communities anticipate future problems and opportunities, and actively seeking partnerships to meet those needs which are identified. The College serves as a model for its community by providing equality of access to its services, its facilities and its employment opportunities.

Employees

The College values everyone involved in the teaching and learning process.

It regards its employees as its greatest assets in providing excellent programming and services. The College recognizes that faculty, staff and administrators serve as active models of citizenship, scholarship and professionalism, and expects that they will work together in a responsive, equitable, and collegial manner. The College strives to establish and maintain exemplary teaching, learning, and working conditions.

Accountability

The College is accountable fiscally, educationally, and socially. It commits itself to allocating resources fairly to ensure that students receive an education suited to their needs; to explaining its policies and achievements to the public; and to exercising its influence within the community in a thoughtful and ethical way. To this end it establishes policies and procedures that reflect the best standards of financial management, graduate assessment, personnel practice, and environmental stewardship.

Innovation

The College encourages rigorous, continuing analysis and evaluation of its own effectiveness. It supports those wishing to develop instructional methods and curricula to improve the teaching of present programs and to meet the emerging needs of students and the community. It supports the use of appropriate partnerships and technologies to meet these needs. The College accepts the reality of constant change and the need for planning and flexibility to meet the demands of change.

STUDY ABROAD

WITH CAPILANO COLLEGE

Capilano College offers a variety of options for students including:

- Summer Programs
- Short-Term Study Tours
- Term and Full-Year Programs
- International Exchanges
- Non-Credit Study Tours

Study Abroad destinations include:

- | | | |
|-----------------------------|-----------|-------------------|
| • Australia/
New Zealand | • Finland | • Jordan |
| • China | • France | • Lebanon |
| • Costa Rica | • Germany | • Mexico |
| • Denmark | • India | • The Netherlands |
| • England | • Italy | • Norway |
| | • Japan | • Spain |



Experience a World of Opportunities

Take part in a unique educational and cultural experience with Capilano College's Study Abroad program. The College has established partnerships with universities, colleges and study abroad organizations around the globe. When you embark on a study abroad adventure, you will:

- | | |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------|
| • Earn college credits while studying abroad | • Visit museums, galleries and historical sights |
| • Establish lifelong friendships with people from different countries | • Live with a host family |
| • Immerse yourself in a culture different from your own | • Show future employers that you are open to new experiences and opportunities |
| • Learn a new language | |

CONTACT US AT: Capilano College, Study Abroad office, 2055 Purcell Way, North Vancouver, B.C., V7J 3H5
Tel: 604.990.7895 Fax: 604.984.1758 E-mail: studyabroad@capcollege.bc.ca

Check out our Web site for the latest offerings and information session dates:
www.capcollege.bc.ca/studyabroad



CHAPTER 14

THE HISTORY OF THE UNITED STATES

THE AMERICAN REVOLUTION

THE AMERICAN REVOLUTION

THE AMERICAN REVOLUTION

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CAPILANO COLLEGE

General INFORMATION

2002

JANUARY	FEBRUARY	MARCH
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2	1 2
6 7 8 9 10 11 12	3 4 5 6 7 8 9	3 4 5 6 7 8 9
13 14 15 16 17 18 19	10 11 12 13 14 15 16	10 11 12 13 14 15 16
20 21 22 23 24 25 26	17 18 19 20 21 22 23	17 18 19 20 21 22 23
27 28 29 30 31	24 25 26 27 28	24 25 26 27 28 29 30
		31
APRIL	MAY	JUNE
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3 4	1
7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8
14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15
21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22
28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29
		30
JULY	AUGUST	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7
7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14
14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21
21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28
28 29 30 31	25 26 27 28 29 30 31	29 30
OCTOBER	NOVEMBER	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2	1 2 3 4 5 6 7
6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14
13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21
20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28
27 28 29 30 31	24 25 26 27 28 29 30	29 30 31

2003

JANUARY	FEBRUARY	MARCH
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1	1
5 6 7 8 9 10 11	2 3 4 5 6 7 8	2 3 4 5 6 7 8
12 13 14 15 16 17 18	9 10 11 12 13 14 15	9 10 11 12 13 14 15
19 20 21 22 23 24 25	16 17 18 19 20 21 22	16 17 18 19 20 21 22
26 27 28 29 30 31	23 24 25 26 27 28	23 24 25 26 27 28 29
		30 31
APRIL	MAY	JUNE
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1 2 3 4 5	1 2 3	1 2 3 4 5 6 7
6 7 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14
13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21
20 21 22 23 24 25 26	18 19 20 21 22 23 24	22 23 24 25 26 27 28
27 28 29 30	25 26 27 28 29 30 31	29 30
JULY	AUGUST	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2	1 2 3 4 5 6
6 7 8 9 10 11 12	3 4 5 6 7 8 9	7 8 9 10 11 12 13
13 14 15 16 17 18 19	10 11 12 13 14 15 16	14 15 16 17 18 19 20
20 21 22 23 24 25 26	17 18 19 20 21 22 23	21 22 23 24 25 26 27
27 28 29 30 31	24 25 26 27 28 29 30	28 29 30
	31	
OCTOBER	NOVEMBER	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1	1 2 3 4 5 6
5 6 7 8 9 10 11	2 3 4 5 6 7 8	7 8 9 10 11 12 13
12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20
19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27
26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31
	30	

2002 – 2003 Capilano College Calendar

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Changes to Curricula, Regulations, and Services

Capilano College reserves the right to make such changes in the College Calendar as necessary, including the cancellation or adjustment of programs or courses and changes in fee structure or other regulations or services, without liability for any resulting loss or damage. Although every effort is made to ensure accuracy at the time of printing, the statements in the Calendar do not constitute an irrevocable contract between the student and the College.

Academic Schedule 2002 – 2003

2002 FALL TERM

JULY 8 – AUGUST 9: Registration for selected Career/Vocational programs.

AUGUST 5: B.C. Day. College closed.

AUGUST 19 – 28: University Transfer & Business Administration In-person Registration (These dates under review and subject to change).

SEPTEMBER 2: Labour Day. College closed.

SEPTEMBER 3: Classes commence. Note: Career/Vocational courses commence on various days. Consult your program coordinator for further information.

SEPTEMBER 3 – 16: Add/Drop period.

SEPTEMBER 16: Last day to add or drop a course, change sections, change from audit to credit or from credit to audit. Students will be invoiced for full fees after this date.

SEPTEMBER 17 – OCTOBER 15: Withdrawal period. During this period, withdrawals will be noted on the permanent student record as a W.

OCTOBER 4: Last day to submit application for graduation for 2002 Fall Convocation.

OCTOBER 14: Thanksgiving Day. College closed.

OCTOBER 15: Last day to withdraw from a course and final date for payment of tuition fee balance for 2002 Fall term.

NOVEMBER 11: Remembrance Day. College closed.

NOVEMBER 12 – DECEMBER 13: Early registration for 2003 Spring term for Career/Vocational programs, "open" Career courses, and Art, Music, Asia Pacific Management, Environmental Science (coordinator signature required).

NOVEMBER 20: Fall Convocation, Sportsplex, 7:30 p.m.

NOVEMBER 29: Last day of classes. Note: Some courses/programs continue on until the last day of the examination period. Consult your program instructor for further information.

DECEMBER 2 – 13: Examination period, 2002 Fall term (may include Saturday, December 7).

DECEMBER 24 – JANUARY 1: College closed to public.

2003 SPRING TERM

JANUARY 3 – 9: University Transfer & Business Administration In-person Registration (These dates under review and subject to change).

JANUARY 13: Classes commence. Note: Career/Vocational courses commence on various days. Consult your program coordinator for further information.

JANUARY 13 – 24: Add/Drop period.

JANUARY 24: Last day to add or drop a course, change sections, change from audit to credit or from credit to audit. Students will be invoiced for full fees after this date.

JANUARY 27 – FEBRUARY 21: Withdrawal period. During this period, withdrawals will be noted on the permanent student record as a W.

FEBRUARY 7: Last day to submit application for graduation for 2003 Spring Convocation.

FEBRUARY 21: Last day to withdraw from a course and final date for payment of tuition fee balance for 2003 Spring term.

FEBRUARY 20 – 21: Reading Break.

APRIL 11: Last day of classes. Note: Some courses/programs continue on until the last day of the examination period. Consult your program instructor for further information.

APRIL 14 – 26: Examination period, 2003 Spring term, (may include Saturday, April 26).

APRIL 18 – 21: Easter break. College closed.

2003 SUMMER TERM

APRIL 2 – 11: Registration for 2003 Summer term. (These dates under review and subject to change.)

MAY 5: First day of Summer term, session I and full term.

MAY 19: Victoria Day. College closed.

MAY 21: Spring Convocation, Sportsplex, 7:30 p.m.

JUNE 20: Last day of classes, Summer term, session I.

JULY 1: Canada Day. College closed.

JULY 2: First day of Summer term, session II.

JULY 7 – AUGUST 8: Registration for selected Career/Vocational programs for 2003 Fall term.

AUGUST 4: B.C. Day. College closed.

AUGUST 11: Last day of classes, Summer term, full term.

AUGUST 18: Last day of classes, Summer term, session II.

Admission and Readmission

BECOMING A CAPILANO COLLEGE STUDENT

1 Read the Calendar for more information on your area of interest

The table of contents and index will be helpful in finding particular subjects in the Calendar. Contact Advising at 604.984.4990 to see if there are information nights available for the program you are interested in — information sheets are available.

The College's Web site is a useful source of information as well: www.capcollege.bc.ca

2 Submit an application

Your application must include:

- Application for Admission form
- official high school and post-secondary transcripts
- a \$20 application fee (plus an additional \$25 is assessed for applicants whose academic records originate outside B.C. The fee is waived if documents originate from a secondary school located in Canada.)

or

- a \$100 application fee for international students (document evaluation fee is included)

Submit your application in person or by mail to:

Registrar's Office, Capilano College
2055 Purcell Way
North Vancouver, BC V7J 3H5

There may be other documents or procedures required. See Admission Requirements.

Notices of acceptance are issued by Admissions, Registrar's Office

3 Register

University Transfer and Business Administration Students: The Registrar's Office will send you complete information on how and when to register, as well as a timetable of all the courses to be offered in the coming term. This information will arrive prior to the beginning of term.

Career/Vocational Students: If you have been accepted into a specific Career/Vocational program, consult the department for your timetable and registration procedures.

4 Pay your tuition

A non-refundable deposit is due on the day you register. The remainder of the tuition is due by the sixth week of each term (fall and spring); check your timetable for the specific date. Full fees due on the day of registration for summer term.

Notes regarding medical insurance:

1. Students are not covered by Workers' Compensation while attending Capilano College. Students are responsible for acquiring their own Medical Services Plan (MSP) and accident insurance coverage.
2. International students must have medical insurance while studying at the College. Medical insurance for the first 90 days in British Columbia is available at the cost of approximately \$115 Cdn. After the first 90 days, international students are eligible to subscribe to the government-operated Medical Services Plan of B.C. This plan costs approximately \$40 Cdn per month, single person rate. Contact the International Student Centre for information 604.983.7544.

APPLICATION DATES

Generally, applications for admission to the College may be submitted at any time. However, early application deadlines have been established for specific programs and terms. Acceptance of applications after the deadlines may not be possible.

Term	Early Application Deadline	Date Acceptance Mailed
Fall	March 31	May 15
Spring	September 30	as processed
Summer	January 31	as processed

Applicants from other countries who require a student authorization (student visa), must submit their applications two to four months prior to the commencement of the term in order to be considered for admission to that term.

ADMISSION REQUIREMENTS

ENGLISH LANGUAGE REQUIREMENT

All students must have a level of English sufficient to write assignments, understand class lectures, and take part in class discussions.

If English is not your first language, or you have received your education in another language, you are required to submit, along with your application, one of the following:

TOEFL Score (Test of English as a Foreign Language)

Contact: Educational Testing Service, Box 898, Princeton, New Jersey USA 03540

OR:

ELA (English Language Assessment Test)

Contact: Vancouver Community College, King Edward Campus, 1155 East Broadway

For students applying only for ESL: ESL Placement Test, contact: ESL Department, Capilano College, 604.986.1911, ext. 2971 for testing appointment.

Note: If you have written the IELTS this will also be acceptable.

The College reserves the right to also give consideration to the following:

- How long you have lived in an English-speaking country
- The number of years of secondary school or post-secondary education (e.g. college or university) and if English was the language of instruction
- A secondary school or post-secondary degree or diploma, the grades received and the level of English used.

If the College then decides you need additional instruction in English you will be asked to take an English examination suitable to the program area in which you wish to enrol.

Specific testing requirements for admission:

University Transfer, Career or Vocational Programs

TOEFL	220 (560 paper-based score)
ELA	145
IELTS	6.5 overall, and no one score less than 6

English as a Second Language (ESL) Program

ESL Placement Test

ADULT BASIC EDUCATION PROGRAMS

Applicants to the Adult Basic Education program should be at least 18 years old and have been out of the public school system for at least one year. Exceptions will be made only with departmental approval.

While there is no educational prerequisite for entering the ABE program, placement in courses is based upon an assessment of writing and mathematical skills.

CAREER/VOCATIONAL PROGRAMS

British Columbia secondary school graduation (Grade 12) or equivalent.

Additional admission requirements are noted in the individual program descriptions in this publication.

UNIVERSITY TRANSFER PROGRAMS

- British Columbia Secondary School Graduation (Grade 12) or equivalent with a minimum grade point average (GPA) of 2.0 (60%) calculated on English 12* and three academic Grade 12 courses selected from:

Applications of Mathematics 12
Applications of Physics 12
Biology 12*
Calculus 12*
Chemistry 12*
Comparative Civilization 12
Economics 12
English Literature 12*
French 12* *or*
Français-Langue Seconde 12
Geography 12*
Geology 12
German 12*
History 12*
Information Technology 12
Japanese 12*
Law 12
Mandarin 12*
Principles of Mathematics 12*
Principles of Physics 12*
Punjabi 12

Spanish 12*
Writing 12

* Students who have successfully completed an Advanced Placement (AP) or International Baccalaureate (IB) course in one of the above subjects marked with an asterisk may use the AP or IB course, for the purpose of admission, in place of the equivalent provincially examinable B.C. Grade 12 course.

OR:

- British Columbia Adult Dogwood Graduation Diploma, or
- General Education Diploma (GED), or
- Mature Student Status

Additional admission requirements are noted in the individual program descriptions in this publication.

Concurrent Admission

Secondary students with superior academic records may apply for limited admission which will allow enrolment in one or two university transfer courses while still attending secondary school.

The application must be co-signed by the applicant's parent or legal guardian and must be accompanied by a letter of recommendation from the school principal or designate, and an official copy of the secondary school academic record. Inquiries should be directed to the Registrar's Office.

Mature Student and Discretionary Admission Status

Applicants who lack the minimum admission requirement may apply as mature students provided they have not attended secondary school for at least two years. Written requests for admission as a mature student will be considered by the Admissions Office. Applicants should provide details of other qualifications or experiences and an academic transcript of education completed. An interview may be required.

Other Canadian Provinces

The admission average is calculated on the required senior English course or courses (i.e. group requirement #1) and on the three best academic courses offered in the other course groups as shown below.

Alberta, Northwest Territories and Nunavut

Applicants must supply evidence of academic grade 12 completion leading to graduation and include at least four courses, selected as follows:

1. English 30; and
2. at least three additional courses selected from among: Biology 30, Chemistry 30, Language 30, Language 31, Pure Math 30, Math 31, Physics 30, Social Studies 30, Science 30, Western World History 30, World Geography 30

Admission average will be based on English 30 and the three best courses in group two.

Saskatchewan

Applicants must supply evidence of completion of academic level three (grade 12) leading to graduation, including at least five academic subjects selected as follows:

1. English A30 and B30; and
2. at least three additional 30 numbered courses selected from among: Biology, Calculus, Chemistry, Computer Science, Français A or B, French or other languages, Geography, Geology, History, Mathematics A, B or C, or Physics

Admission average will be based on English A30, B30 and the three best courses in group two.

Note: English is a double course so this average is over five courses but only four subject areas.

Manitoba

Applicants must supply evidence of completion of an academic program which will lead to graduation and includes at least four courses selected as follows:

1. English 40G or 40S (except Language and Technical Communication); and
2. at least three additional courses selected from Biology 40S, Chemistry 40S, Computer Science 40S, Geography 40S, History 40S, Language 40S, Mathematics 40G or 40S, Physics 40S, Social Studies 40S.

Note: Mathematics 45A may not be used.

Admission average will be based on English 40G or 40S and the three best courses in group two.

Ontario

Applicants must supply evidence of completion of the OSSD including four OACs and including the following:

1. one OAC English (Language and Literature recommended) or OAC Français; and
2. at least three additional OAC courses selected from English, Français, other languages, Algebra and Geometry, Calculus, Biology, Chemistry, Computing Science, Physics, Geography, History, Economics, Law, or Literature.

Admission average will be based on OAC English or Français and the three best courses in group two.

Quebec

CEGEP: Applicants from a CEGEP must present either a completed DEC or at least one year of an approved academic program.

Grade 12: Applicants from Quebec Grade 12 must present the following:

1. English 12 or Français 12; and
2. at least three additional university preparatory grade 12 courses selected from Mathematics, Sciences, Languages, Literature, Social Sciences, History, Geography

Admission average will be based on one course from group one and the three best courses in group two.

New Brunswick

Applicants must supply evidence of completion of an academic (i.e. college preparatory) program which will lead to graduation and includes at least four courses as follows:

1. English 121 or 122 (or Français 121 or 122); and
2. at least three additional grade 12 academic (college preparatory) courses selected from among Biology, Calculus, Chemistry, Computer Science, Environmental Science, French, Geography, History, Literature, Mathematics, Physics.

Admission average will be based on English 121 or 122 and the three best courses in group two.

Prince Edward Island

Applicants must supply evidence of completion of an academic or advanced academic program which will lead to graduation and includes at least four academic and/or advanced academic subjects selected as follows:

1. English 621 or English 611; and
2. at least three additional courses numbered 621 and/or 611 selected from among Algebra, Biology, Chemistry, Français, French, Geography, Global Studies, History, other languages, Physics, or Mathematics (621 or 611).

Admission average will be based on English 621 or 611 and the three best courses in group two.

Nova Scotia

Applicants must supply evidence of completion of an academic (i.e. university preparatory) program which will lead to graduation, including at least four subjects selected as follows:

1. English 441 or English 541; and
2. at least three additional courses numbered 441 and/or 541 selected from among the following subjects: Biology, Chemistry, Computer Science, Français, French, History, Math, other languages, Physics or Math 442, Economics, Geography, Law or Literature.

Admission average will be based on English 441 or 541 and the three best courses in group two.

Newfoundland and Labrador

Applicants must supply evidence of completion of an academic program which will lead to graduation and includes at least 13 credits as follows:

1. Language 3101 and either English 3201 or 3202; and
2. any three of Biology 3201, Chemistry 3202, Geology 3203, Physics 3204, Mathematics 3201 or 3203, Geography, History, Literature or languages at the 3000 level.

Admission average will be based on English and the three best courses in group two.

Other Countries

International students are eligible for admission if they have completed the equivalent of secondary school graduation (Grade 12) in British Columbia.

Examples of Equivalence:

China

Senior Middle School Diploma

France

Baccalaureate (2ième partie) (Series A-E)

Germany and Austria

Reifezeugnis or Abitur

Hong Kong

Passes in five GCE/HKCEE subjects, two of which must be at the Advanced Level.

Indonesia

Sekolah Menengah Atas (SMA) Leaving Certificate

Japan

Grade 12 Diploma from Koto Gakko

Korea

High School Grade 12 Diploma

Malaysia

SPM/STPM or COSC/COHSC

Singapore

Singapore-Cambridge General Certificate of Education (GCE) with two Advanced level subjects

Taiwan

High School Grade 12 Diploma

United Kingdom and Commonwealth

Passes in five GCE subjects, two of which must be at the Advanced Level

TRANSFER CREDIT

All public B.C. colleges accept each other's credit upon transfer if applicable to a program at the admitting college and if there is suitable equivalency.

Transfer credit may be granted for courses completed at other post-secondary institutions.

Students seeking transfer credit must complete the Request for Transfer Credit form, attach official transcripts, if not already submitted, or note that transcripts will be sent from another institution, and submit all to the Registrar's Office. For courses completed at out-of-province institutions, detailed course outlines must also be submitted.

All approved transfer credit is noted on the permanent student record. While the credit awarded does not affect the grade point average, the credit will be included in the total number of credits completed and may be used to complete certificate or diploma requirements if applicable.

Limit of Transfer Credits

For diplomas and certificates, 50 per cent of the credit required must be completed at Capilano College. (This may vary for some programs. See Graduation section of this Calendar for more information.)

For students who are no longer residents of the College region and lack one or two courses for certificate or diploma completion, credit may be granted for an additional one or two courses from another institution. This arrangement must be made in consultation with the Registrar's Office in advance of enrolment at another institution.

For the Associate degrees, at least 30 of the 60 credits must be completed at Capilano College within five years preceding the awarding of the degree. (See Associate Degree information under the Graduation section of this Calendar.)

ADVANCED PLACEMENT

Applicants who have passed an Advanced Placement Examination administered by the College Entrance Examination Board, with a mark of 4 or better will receive credit as follows:

- Anthropology – those completing AP Social Anthropology will receive credit for Anthropology 100 level (6).
- Art History – those completing AP Art History will receive credit for AHIS 100 (3) and AHIS 101 (3).
- Biology – those completing AP Biology will receive credit for BIOL 110 (3) and BIOL 111 (3).
- Chemistry – those completing AP Chemistry will receive credit for CHEM 110 (3) and CHEM 111 (3).
- Chinese – those completing AP Chinese Initio will receive credit for CHIN 100 (3) and CHIN 101 (3).
- Computer Science – those completing AP Computer Science A will receive credit for COMP 120.
- Economics – those completing AP Economics will receive credit for Economics (6) unassigned.
- English – those completing AP English Language/Composition or AP English Literature/Composition will receive credit for ENGL 100 (3) and ENGL 103 (3). In addition, the EDT requirement will be waived.
- French – those completing AP French Language or AP French Literature will receive credit for FREN 170 (3) and FREN 171 (3).
- German – those completing AP German will receive credit for GERM 100 (3) and GERM 101 (3).
- History – those completing AP History-European will receive credit for HIST 102 (3) and HIST 103 (3). Those completing History-American or History-World will receive credit for History 100 level (6).
- Mathematics – those completing AP Calculus AB will receive credit for MATH 116 (3). Those completing AP Calculus BC will receive credit for MATH 116 (3) and MATH 126 (3).
- Physics – those completing AP Physics B will receive credit for PHYS 110 (3) and PHYS 111 (3). Those completing AP Physics C (Mechanics) will receive credit for PHYS 114 (3). Those completing AP Physics C (Electricity) will receive credit for PHYS 115 (3).
- Psychology – those completing AP Psychology will receive credit for PSYC 100 (3) and PSYC 101 (3).
- Spanish – those completing AP Spanish Language or AP Spanish Literature will receive credit for SPAN 200 (3) and SPAN 201 (3).
- Statistics – those completing AP Statistics will receive credit for MATH 101 (3).

Note: Transfer credit granted for International Baccalaureate and Advanced Placement courses will apply to certificates or diplomas at Capilano College. Students should be aware that other colleges and universities may not accept these courses for transfer credit.

INTERNATIONAL BACCALAUREATE COURSES

Applicants who have completed the International Baccalaureate Diploma will receive credit or waivers for some higher level subjects passed as follows:

- Anthropology – students presenting a mark of 4 will receive credit for ANTH 121 (3).
- Biology – students presenting a mark of 6 will receive credit for BIOL 110 (3) and BIOL 111 (3).
- Chemistry – students presenting a mark of 6 or better will receive credit for CHEM 110 (3) and CHEM 111 (3).
- Chinese – students presenting a mark of 4 or better in Chinese A1 or B will receive credit for CHIN 200 (3) and CHIN 201 (3).
- Computing Science – students presenting a mark of 4 or better in Computing Science A will receive credit for COMP 120.
- Economics – students presenting a mark of 4 or better in Economics will receive credit for Economics (6) unassigned.
- English – students presenting a mark of 5 or better for English Language A will receive credit for ENGL 100 (3) and ENGL 103 (3). In addition, the EDT requirement is waived for those with a mark of 5 or better on English Language A.
- French – students presenting a mark of 4 or better in French Language A or French Language B will receive credit for FREN 270 (3) and FREN 271 (3).
- Geography – students presenting a mark of 4 or better for Geography will receive credit for GEOG 112 (3) and GEOG 114 (3).
- German – students presenting a mark of 4 or better in German will receive credit for GERM 100 (3) and GERM 101 (3).
- History – students presenting a mark of 4 or better for History-Americas, History-Asian, History-European or History-Modern will receive credit for History 100 level (6).
- Japanese – students presenting a mark of 4 or better in Japanese B will receive credit for JAPN 200 (3) and JAPN 201 (3).
- Mathematics – students presenting a mark of 6 or better for Higher Level Mathematics will receive credit for MATH 116 (3). Students presenting a mark of 6 or better for Further Mathematics will receive credit for MATH 116 (3) and MATH 126 (3).
- Philosophy – students presenting a mark of 4 or better will receive credit for PHIL 150 (3) and PHIL 151 (3).
- Physics – students presenting a mark of 6 or better will receive credit for PHYS 110 (3) and PHYS 111 (3).
- Psychology – students presenting a mark of 4 or better will receive credit for PSYC 100 (3) and PSYC 101 (3).
- Spanish – students presenting a mark of 4 or better in Spanish A or Spanish B will receive credit for SPAN 200 (3) and SPAN 201 (3).

PRIOR LEARNING ASSESSMENT

An innovative process is available at Capilano College whereby students may receive college credits for learning acquired in formal and informal situations. This process, called Prior Learning Assessment (PLA), will be of immense benefit to mature students who have work and life experiences that equate to courses offered at the College.

For example, if you have on-the-job work experience in computers you may be able to receive credits offered in one or more office or business administration courses.

You will need to prove that you have acquired the knowledge, skills and values required in the formal course you are requesting credit for. This is done by providing evidence of what you have learned. This might include any one or combination of the following: a work site visit, documentation, interview and oral presentation, portfolio.

For more information about whether the PLA option is available in the program for which you are applying, please contact the program coordinator.

Registration

RIGHT TO REGISTER

A student who has not maintained satisfactory standing in a program in any term may be denied permission to register in that program in a subsequent term. Individual programs may require a GPA higher than that stated in the Probation Policy to continue enrolment.

INSTRUCTIONAL YEAR

The instructional year is comprised of three terms:

Fall: September through December

Spring: January through April

Summer:

Session #1: May through June

Session #2: July through August

Full Term: May through August

Note: A limited number of courses are offered during the Summer term.

MATH PLACEMENT TEST (MPT)*

The Mathematics and Statistics Department offers placement tests as alternative admission instruments for students who lack the prerequisites for the entry level courses listed in the table below. For each placement test there is a study guide which provides suggested review material and lists the scheduled test dates. With the exception of the placement test for admission into MATH 091 students are not allowed to rewrite the same level of placement test within a twelve month period. The waiting period to rewrite the placement test for entry into MATH 091 is one month or longer. For more information please contact the Advising Centre or the Pure and Applied Sciences Division, or visit the Mathematics and Statistics Department web site at <http://www.capcollege.bc.ca/dept/math>.

Students wanting to enrol in an entry level course listed in the table below must write a placement test if they do not satisfy the prerequisite requirements for the course. *Note that MATH 096, 105, 107, 108, 116, and 124 require that the prerequisite be completed within twelve months prior to the starting date of the course.*

Mathematics and Statistics Department
Prerequisite Grid for Entry Courses

Capilano Course	Minimum Grade Requirement — Any one of the Courses Listed									Within Period (Months)
	Princ. 11	Princ. 12	Applic. 12	BMTH 044	BMTH 054	MATH 091 or BMTH 043	MATH 096	MATH 105	MATH 107	
091	C-		C-							N/A
096	C+		C+	C		B-				12
101	C		C	C-		C+	C-			N/A
105		C		B			C-			12
107		C		B			C-			12
108		B			C+			C-	C-	12
116		A*			B			C-		12
124		A*			A			A		12
190	C		C	C+		B	C-			N/A

* or at least a "B" grade in both Principles of Math 12 and Calculus 12

ENGLISH DIAGNOSTIC TEST*

The EDT (or the Language Proficiency Index (LPI) Test) is required before registration in any English course at the College, unless the student has achieved one of the following which allows exemption:

- A in English 12, or
- A in Literature 12, or
- A in BENG 042, or
- 4 or higher in A.P. English Composition, or
- 4 or higher in A.P. English Literature, or
- 5 or higher in I.B. English A, or
- C- or better in an English transfer course from another college or university, or
- a degree from an English-speaking university.

Note: Successful completion of ESL 099 does not qualify a student to directly enter a regular English 010 or English 100.

Students who wish to enrol in any university transfer English course who do not qualify for an exemption must submit the results of the Language Proficiency Index Test (LPI), or must sit the Capilano College English Diagnostic Test (EDT) prior to registration. EDT schedules will be printed in the timetable.

* **Note:** Students must register for both the EDT and MPT, through the Registrar's Office, North Vancouver campus. Students may also register for Sechelt or Squamish sittings of the EDT through those campuses. A writing fee is charged for both exams.

ADD, DROP, WITHDRAWAL PROCEDURES

** See also: procedure for condensed courses/terms and procedure for Summer term in this section **

BEFORE CLASSES COMMENCE

Course Change Procedure

1. Students may drop or add courses or change sections following their registration appointment and until the first day of classes. A course change form must be submitted to the Registrar's Office.
2. Prior to the commencement of classes faculty signatures are required only for changes to career/vocational programs.
3. With the exception of complete withdrawals, drops will not be printed on the official transcript, but will be maintained in the permanent student record for accounting and statistical purposes.

ADD/DROP PERIOD

Add/Drop Period: 1st through the 10th day of each term for regular, full-term fall and spring courses.

Add/Drop Procedure

1. Students wishing to add or drop a course(s), change from credit to audit, or change from audit to credit, must complete a Course Change form, and take the form to the instructor for approval and signature.
2. With the instructor's signature appearing on the Course Change form, students must then submit the form to the Registrar's Office.
3. Instructors may indicate a 48 hour deadline for submission of the Course Change form, in order to allow other students to gain entry to the class during this period.
4. With the exception of complete withdrawals, course drops will not be noted on the student transcript during this period; however, a record for drops will be maintained on the permanent student record for accounting and statistical purposes.
5. If a course change is requested by the instructor or student to a lower or less difficult level of instruction in a subject, the course change form must bear the signatures of the instructor of each course.
6. If a complete withdrawal is requested, the request will be granted with the signature of the instructor of each course.

Note: Failure to attend classes does not constitute a course drop. Students who do not formally drop a course(s) will be assessed tuition fees, refunds will not be made, and a grade of Fail (F) will be noted on the permanent student record. Requests for late adds or late drops will not be granted simply because the student was unaware of, or neglected to comply with, the College policies and procedures.

WITHDRAWAL PERIOD

Withdrawal period: 11th through the 30th day of each term (third week through the end of the sixth week) for regular, full-term fall and spring courses.

Withdrawal Procedure:

1. During this period, with the signature of the appropriate instructor(s) on the Course Change form, students may withdraw from a course(s).
2. The Course Change form must be submitted to the Registrar's Office.
3. A withdrawal (W) will be noted on the permanent student record.
4. Complete Withdrawal: If a complete withdrawal is requested, the request will be granted if the Course Change form bears the signature of each faculty member instructing each course of withdrawal.

- * The Course Change form listing the request for complete withdrawal must be submitted to the Registrar's Office no later than the end of the 30th instructional day (end of the sixth week) of term.
- A withdrawal (W) will be noted on the official transcript and the permanent student record.

AFTER THE WITHDRAWAL PERIOD

After the 30th day (or after the end of the sixth week) of the term, and until the end of the term, course withdrawals or complete withdrawals are not permitted except for the reasons listed below:

1. The student record is incorrect as the result of an error by the College.
2. The student transfers to a lower level of the same course by instructor request. In this instance, only the final course of enrolment will show on the official transcript. A record of the change will also be maintained on the permanent student record.
3. Exceptional circumstances, usually for medical reasons. Official documentation is required to substantiate all claims of such circumstances and should be submitted on the Request for Course Withdrawal form available from the Registrar's Office. This form must be supplemented with official documentation such as a typed letter from the physician, an official copy of an accident report, or official documentation of a family emergency, death certificate, and so forth.

Note: A completed Course Change form is required for (1), (2) or (3) listed above.

Procedure

1. Students who wish to apply for special status under (3) above must submit the Request for Course Withdrawal form with a letter explaining the

circumstances leading to withdrawal, and the Course Change form, to the Registrar with official documentation. If, in the opinion of the Registrar, the request does not fall under (3) above, or the documentation is insufficient to support the request, the request will be denied. If the request is granted, the Registrar will inform the student's instructors of the WE status.

2. The permanent student record will be annotated as withdrawal for extenuating circumstances (WE).
3. Withdrawal with extenuating circumstances will not be granted for lack of academic performance on the part of the student.

AFTER THE ELEVENTH WEEK OF CLASSES INCOMPLETE GRADE I

1. If the student believes an exceptional circumstance exists which prevents him/her from completing the course during the regular time frame, the student may petition the course instructor for an incomplete (I) grade.
2. An incomplete (I) grade may be given where, in the judgment of the instructor, the student should have reasonable expectation of passing the course, but has not completed the required work.
3. An incomplete is assigned only when the instructor and student have arranged for the work to be completed by a specified date which is noted on the grade sheet class list. If the student does not complete the work by the specified date, the instructor will automatically assign a predetermined grade reflecting the work not completed.
4. If the student completes the work by the specified time, the instructor will assign the final grade.
5. If this incomplete procedure cannot be applied in the opinion of the instructor, the instructor is directed to contact the Registrar directly for resolution of the issue.

COURSE CHANGE PROCEDURES (ADD, DROP/WITHDRAWAL)

PERIOD	ALLOWED TO			REQUIRES FACULTY SIGNATURE	APPEARS ON TRANSCRIPT	TRANSACTION FEE**	REFUND**
	ADD	DROP/ WITHDRAW	CHANGE BETWEEN CREDIT AND AUDIT				
before classes start	yes	yes	not applicable	no	no***	no	partial
1st to 10th day of term	yes	yes	yes	yes	no***	yes	partial
11th to 30th day of term	no	yes	no	yes	yes	yes	no
31st day until end of term	no	no*	no	no	yes	not applicable	no

* check WE, Grading System section.

** please refer to Fees section.

*** complete withdrawals show on transcript.

PROCEDURE FOR CONDENSED COURSES/ TERMS

Deadline will be prorated to the duration of the intensive courses.

PROCEDURE FOR SUMMER TERM

Same process as above, with the following restrictions:

1. For Summer courses seven or eight weeks in length:
 - a) The Add/Drop Refund Period is five instructional days.
 - b) The Withdrawal Period ends on the 10th instructional day.
2. For Summer courses 12 to 15 weeks in length:
 - a) The regular Add/Drop/Refund/Withdrawal policies apply.

COURSE OVERLOAD

1. Registration in more than five academic courses or more than the full requirements specified for a career program constitutes a course overload.
2. Students may choose to register for a course overload (up to a total of 21 credits) as long as they have discussed their need or wish for an overload with a counsellor or advisor and the Course Change form bears the counsellor's or advisor's signature. Science students, however, are automatically allowed to register for more than 16 credits, as long as the total credits do not exceed 21 credits and does not arise from registration in more than five courses.
3. Students may not register for a course overload until after the in-person registration period.

COURSE CHALLENGE

Registered students may request a course challenge whereby an examination for achievement may be awarded for a very specific and limited selection of courses at the institution. Certain courses may not be challenged.

Students interested in this procedure should contact their instructor.

The regular tuition fee must be paid for a challenged course. A course challenged successfully will be recorded on the permanent student record.

Note: Credit for courses challenged successfully will apply to certificates or diplomas at Capilano College. Students should be aware that other colleges and universities may not grant credit or transfer credit for credit received by course challenge.

Fees and Fee Payment

Note: Fees are under review and subject to change without notice.

Tuition fees are generally \$40.37 per credit hour. International student tuition fees are \$310.00 per credit hour.

The Related Fees table on the next page includes some examples of tuition fees plus incidental fees for the Students' Union, student newspaper and application/enrolment fees. Some program or course tuition fees will vary from those stated above.

TUITION AND RELATED FEES

APPLICATION FEE – ADMISSION AND RE-ADMISSION

A \$20 (\$100 for international students) non-refundable application fee is payable by all applicants.

DOCUMENT EVALUATION FEE

This non-refundable fee (\$25) is assessed for applicants whose academic records originate outside British Columbia. The fee is waived if the documents originate from a secondary school located in Canada. This is not applicable to international students.

TERM ENROLMENT FEE

A \$20 non-refundable term enrolment fee is payable by all students registering.

TUITION FEES

The standard tuition fee for most base-funded programs is \$40.37 per credit hour (credit or audit) with no maximum. The following programs or courses have varying tuition fees:

- Business Administration evening courses: \$75 per credit hour.
- Private Music Instruction (PMI, PMIP or PPMI): \$43 per instructional hour (no maximum).
- Senior Citizens: persons 60 years and older, providing proper identification may enrol in most courses on a tuition-free basis. There are exceptions, and these include all Art Institute courses, Private Music Instruction and courses where the standard tuition fee exceeds \$40.37 per credit hour.
- ABE courses are tuition free, however, all other fees are applicable. International students pay \$310/credit hour for ABE courses.
- AEM and Theatre: check with the department.
- Non base-funded courses/programs: check with the department.

INTERNATIONAL TUITION

- Total international tuition is equal to the total of \$310.00 per credit hour, a Students' Union Fee of \$3.89 per credit hour to a maximum of \$38.90, Capilano Courier Fee of \$.75 per credit hour to a maximum of \$10.00, Building Levy Fee of \$1.00 per credit hour to a maximum of \$10.00, and a Term Enrolment Fee of \$20.00.
- Students' Union fee charges begin at 1.5 credit hours. Business Administration Students – Tuition fees for international students are charged the international rate of \$310.00 per credit hour for these courses.
- Non base-funded courses for international students are charged at a minimum of \$310.00 per credit hour or higher based on the cost of the course.
- International fees must be paid in full at time of registration.

There is a \$45.00 late Registration Fee (registrations after the second week of term)

RELATED FEES

- Students' Union Fees: a compulsory fee of \$3.89 per credit hour, to a maximum of \$38.90 per term, is payable by all North Vancouver campus students. Students' Union Fees, Capilano Courier Fees and Building Levy Fees are not charged for courses taken in Sechelt or Squamish or courses taken off-campus.
- Capilano Courier Newspaper Fee: a compulsory fee of \$.75 per credit hour to a maximum of \$10 per term is payable by all students.
- Building Levy Fee: a compulsory fee of \$1.00 per credit hour to a maximum of \$10 per term is payable by all students.
- Graduation Fee: a graduation fee of \$20 is payable by all students in their final term of enrolment and must be submitted with their application for graduation.
- Laboratory Fee: the College may assess additional laboratory or materials fees in specific courses or programs. Students will be notified of these fees.
- Late Payment Fee: a fee of \$25 or \$3 per credit hour, whichever is greater, is charged to all students paying tuition fees later than the fee deadline dates established by the College.

RELATED FEES

Fee Examples	Canadian & Landed Immigrant Students	International Students
Application: admission/re-admission	\$20.00	\$100.00
Document Evaluation	\$25.00	no fee (included above)
English Diagnostic Test	\$25.00	\$25.00
Math Placement Test	\$10.00	\$10.00
Registration (term enrolment)	\$20.00	\$20.00
Late Registration Penalty (past 10th day of term)	\$45.00	\$45.00
Late Payment Penalty (\$/credit)	\$3.00 (minimum \$25.00)	\$3.00 (minimum \$25.00)
Tuition (\$/credit)	\$40.37	\$310.00
Program Evaluation Fee (Graduation)	\$20.00	\$20.00
Letters/forms to be completed and signed by the Registrar	\$10.00	\$10.00
Course Change Transaction Fee (per form)	\$10.00	\$10.00
Grade Appeal	\$40.37	\$40.37
Student ID Card Replacement	\$5.00	\$5.00
T2202A Education Deduction Form Replacement	\$10.00	\$10.00
Request for Transcript	\$5.00 each	\$5.00 each
Students' Union Fees (\$/credit)	\$3.89 (maximum \$38.90)	\$3.89 (maximum \$38.90)
Student Paper (Capilano Courier) (\$/credit)	\$0.75 (maximum \$10.00)	\$0.75 (maximum \$10.00)
Building Levy Fee (\$/credit)	\$1.00 (maximum \$10.00)	\$1.00 (maximum \$10.00)
Prior Learning Assessment (PLA) (\$/credit)	\$40.37	\$310.00
Diploma/Certificate Replacement	\$20.00	\$20.00
Course Challenge (\$/credit)	\$40.37	\$310.00

REFUNDS

ADD/DROP/WITHDRAWAL PERIODS

1. If a course is dropped and another course is added at the same time and on the same course change form, the deposit will be applied to the course added, provided the number of credits remains the same.
2. If the number of credits falls below the original number of credits of enrolment, the difference of the deposit fee for the course dropped will be retained and the minimum deposit will not be refunded.
3. If a course add increases the number of credits, the student will be responsible for the non-refundable minimum payment of the deposit at the time of the addition.
4. However, if the deposit is paid before June 30 for Fall term and/or November 30 for Spring term, students may have the deposit refunded by withdrawing from the College on or before June 30 or November 30. Those who pay this deposit after June 30 or November 30 are not eligible for any refund of deposit.

TERM REFUND POLICY

Tuition Fees

1. \$16.00/credit hour plus term enrolment fee is non-refundable.
\$120.00/credit hour plus term enrolment fee is non-refundable for registrants paying international tuition fees.
2. \$24.37/credit hour is refundable up to the end of the 10th day of the term, if full payment has been made.
\$190.00/credit hour for international students is refundable up to the end of the 10th day of term, providing full payment has been made.
3. Refunds will not be made after the 10th instructional day of the term.

Students' Union Fees

Requests for refund of the Students' Union fee must be submitted to the Students' Union. While the Cashiers collect this fee, they have no ability to waive or refund Students' Union fees.

BASE-FUNDED COURSES

Students who officially withdraw within the first 10 days of the fall or spring term (or within the first five days of the summer session) will receive a refund of \$24.37 per credit hour. Students withdrawing after the 10th day in fall or spring term (or after the 5th day in summer session) are not eligible for a refund of tuition or tuition-related fees and are responsible for all fees incurred. Refunds are not processed until after the 10th instructional day of the term.

COST RECOVERABLE, NON BASE-FUNDED COURSES

All fees (e.g. tuition and program fees) relating to cost recoverable non base-funded courses are non-refundable. If a student withdraws prior to the start of class, a refund may be given if the enrolment can be replaced.

SUMMER TERM

Please see the summer term Registration Guide and Timetable for details on summer term refund policy.

METHOD OF PAYMENT

Note: Non base-funded COURSE fees must be paid in full at the time of registration.

Non base-funded PROGRAMS require a minimum 38% deposit at time of registration.

International fees must be paid in full at the time of registration.

1. *Full payment of fees at the time of registration is STRONGLY recommended.* Payment of fees includes payment of tuition, term registration fee, and applicable student fees.
2. If you are unable to pay full fees at registration, you may pay a deposit of \$16.00/credit hour. The remainder of the fees are due and payable by 4:00 p.m., on the 30th instructional day of the term. Mailed payments must be received by the 30th instructional day; post-marks will be disregarded.
3. *Payment can be made by cash, cheque, money order, Visa, MasterCard, Debit Card, or at a Chartered Bank (with invoice).* Post-dated cheques are not accepted. Cheques or money orders (made payable to Capilano College) must be submitted at the time of registration, with the completed registration form. Visa and MasterCard payments will not be accepted by phone. Please contact the Cashiers' Office regarding any payment issues.
4. *If fees are paid by an agency, other than government scholarship, then you must present a letter to this effect to the Cashiers.*
5. *Passports to Education* will be accepted at the Cashier's Office. *Passports to Education* expire five years after high school graduation.

Caution: Late payments will be accepted only in cash, by certified cheque, money order, Visa, MasterCard or Debit Card. Students who do not meet payment deadlines will be charged a Late Payment Penalty of \$3.00/credit hour or \$25.00, whichever is greater.

Note: A *Tuition Fee and Course Verification* notice will be mailed to you by the 4th week of the term, giving your financial account status. *You are responsible for checking the accuracy of the courses and fees listed on the verification.* If financial errors are noted, contact the Cashier's Office (604.984.1786). If registration errors are noted, contact the Registrar's Office (604.984.4900) immediately and submit a Course Change form if required, before the 30th instructional day of the term. *Failure to correct registration errors will result in a Fail (F) grade on the permanent student record.* Tuition fee payment deadline is the 30th instructional day of the term regardless of whether a *Tuition Fee and Course Verification* notice has been received. These notices are sent out to the student as a reminder of the fee payment deadline.

Graduation

Convocation ceremonies are held in the Spring and Fall terms. Diplomas, certificates and citations are issued only at these two ceremonies. Students completing all coursework before the ceremonies will have their permanent student records and transcripts annotated as Program Requisites complete. The date that the diploma or certificate is awarded will then be placed on the permanent student record and transcript at the date of the appropriate graduation.

Students who believe they will complete their program of study by the end of their current semester of enrolment must submit an application for graduation form to the Registrar's Office, together with the \$20 program evaluation fee (See Fee Schedule) no later than the deadlines listed in the Academic Schedule at the beginning of this calendar.

Minimum Duration and Number of Credits Required for Certificates and Diplomas

Diploma: requires completion of 60 credits,

Certificate: requires completion of 15 credits.

Citation: requires completion of 6 to 14 credits.

Statement of Completion: offered for particular courses in Labour Studies, and other contract courses to fulfil Ministry and business requests, and where documentation other than a transcript is required.

With Distinction Designation: The "Graduated with Distinction" designation is noted on official transcripts and permanent student records for students that complete a university transfer, career, vocational, adult basic education, or English as a second language program with a minimum program cumulative grade point average of 3.75 and with no grade lower than a C+ in the program requirements.

Diplomas

Capilano College offers a variety of diplomas upon completion of two years of study at the university transfer level.

Note: A previously-awarded Academic Studies Diploma may be exchanged for an Associate Degree in Arts or Science as appropriate, provided that all the requirements for the Associate Degree are met. This includes the five-year requirement which is applied to the date of exchanging a diploma for an Associate Degree.

ASSOCIATE OF ARTS DEGREE

To be eligible for the Associate of Arts Degree, a student must have:

1. Completed 60 credits of courses that have assigned or unassigned university transfer credit at the 100-level or higher at the University of British Columbia, Simon Fraser University, the University of Victoria, or the University of Northern British Columbia;
2. Completed at least 30 of these 60 credits within five years preceding the awarding of the Associate Degree;
3. Completed at least 30 of these 60 credits at Capilano College within five years preceding the awarding of the degree, of which at least 12 credits are in courses that have assigned or unassigned university transfer credit at the 200-level or higher;
4. Completed at least six credits in courses that have assigned or unassigned university transfer credit at the 100-level in English;
5. Completed at least 18 credits in Arts courses (other than English) that have assigned or unassigned university transfer credit at the 100-level; at least six of these credits must be in the Humanities, and at least six of these credits must be in the Social Sciences, and no more than six credits shall be in any one subject area;
6. Completed at least 18 credits in Arts courses that have assigned or unassigned university transfer credit at the 200-level or higher, these credits must be in at least two different subject areas;
7. Completed at least nine credits in Science courses, including at least three credits in Mathematics or Computing Science or Statistics (i.e. any statistics course that transfers to a university as a 100-level or higher Science course — Psychology 213 may be used) and at least three credits in a Laboratory Science course (i.e. any course in the Science's list worth three credits or more and with a lab of at least two hours, but excluding any course in Applied Science or Computing Science);
8. Completed at least nine credits in courses that have assigned or unassigned transfer credit at the 100-level or higher; credits may be for university transfer courses in subjects listed on the following page or for university transfer courses in other subjects (e.g. Commerce, Business Administration, Communications, Media);
9. Achieved a cumulative grade point average of at least 2.00 over all of the courses counting towards the requirement.

Note: History courses are considered as Humanities credits for the purpose of the Associate Degree.

General Course Requirements for Associate of Arts Degree

<i>Courses/Programs</i>	<i>Credits</i>	<i>Conditions</i>
English	6.0	100 Level
	6.0	
Arts Courses		100 Level
Humanities	6.0	— excludes English
Social Sciences	6.0	
Social Sciences or Humanities	6.0	
	18.0	— only six credits max. in one subject area
Arts Courses	18.0	200 Level or Higher — credits must be in at least two subject areas
	18.0	
Science Courses		100 Level or Higher
Mathematics or Comp. Science or Statistics	3.0	— Psychology 213 may be used
Laboratory Science*	3.0	— *requires min. two-hr.
Science Course	3.0	lab and excludes any course in Applied or Computing Science
	9.0	
Electives**	9.0	100 Level or Higher
	9.0	
TOTAL CREDITS	60.0	

**May be Arts or Science courses or other subjects, e.g. Commerce, Business Administration, Communications, Media with university transfer credits.

ASSOCIATE OF SCIENCE DEGREE

To be eligible for the Associate of Science Degree, a student must have:

1. Completed 60 credits of courses that have assigned or unassigned university transfer credit at the 100-level or higher at the University of British Columbia, Simon Fraser University, the University of Victoria, or the University of Northern British Columbia;
2. Completed at least 30 of these 60 credits within five years preceding the awarding of the Associate Degree;
3. Completed at least 30 of these 60 credits at Capilano College within five years preceding the awarding of the degree, of which at least 12 credits are in courses which have assigned or unassigned university transfer credit at the 200-level or higher;
4. Completed at least six credits in courses that have assigned or unassigned university transfer credit at the 100-level in English;

5. Completed at least three credits from the following Capilano Calculus courses: Mathematics 108, 109, 116, 117, 126, 127, 230, or 231; plus an additional 3 credits of Math.
6. Completed at least 18 credits in Science courses that have assigned or unassigned university transfer credit at the 100-level; no more than six credits shall be in one subject area;
7. Completed at least 18 credits in Science courses that have assigned or unassigned university transfer credit at the 200-level or higher; these credits must be in at least two subject areas;
8. Completed at least six credits in Arts courses that have assigned or unassigned transfer credit at the 100-level or higher, excluding English and excluding any course that has university transfer credit in both Arts and Science (e.g. Mathematics);
9. Completed at least six credits in courses that have assigned or unassigned university transfer credit at the 100-level or higher; these credits may be for university transfer courses in subjects listed on the following page or for university transfer courses in other subjects (e.g. Commerce, Business Administration, Communications, Media);
10. Achieved a cumulative grade point average of at least 2.0 over all the courses counting towards the requirement.

General Course Requirements for an Associate of Science Degree

<i>Courses/Programs</i>	<i>Credits</i>	<i>Conditions</i>
English	6.0	100 Level
Mathematics	3.0	from Mathematics 108, 109, 116, 117, 126, 127, 230 or 231
Mathematics	3.0	additional 3 credits of transferable Mathematics
Science	18.0	100 Level — only six credit max. in one subject area
Science	18.0	200 Level or Higher — must be in at least two subject areas
Arts Elective	6.0	100 Level or Higher — excluding English and courses that have transfer credit in both Arts and Science (e.g. Mathematics)
Electives**	6.0	100 Level or Higher
TOTAL CREDITS	60.0	

**May be Arts or Science courses or other subjects, e.g. Commerce, Business Administration, Communications, Media with university transfer credits.

Classification of Subjects for Associate Degrees

Only those Capilano College courses with university transfer credit at the University of British Columbia, Simon Fraser University, the University of Victoria, or the University of Northern British Columbia will count towards the Associate Degree.

For the purpose of the above requirements, Capilano College courses are categorized as follows:

ARTS

Humanities

Art History	Music
Chinese	Philosophy
English	Spanish
French	Studio Art
German	Thai
History	Theatre
Japanese	Women's Studies (100, 104, 106, 130)
Linguistics	

Social Sciences

Anthropology
Criminology
Economics
Geography (Human) (100, 101, 102, 106, 108, 200, 201, 202, 205)
Political Studies
Psychology
Sociology
Women's Studies (100, 102, 110, 113, 122, 140, 220)

SCIENCES

Applied Science
Biology
Chemistry
Computing Science
Geography (Physical) (112, 114, 214, 221)
Geology
Kinesiology
Mathematics & Statistics
Physics

Note: Some courses in the subjects listed above may not carry transfer credit and/or satisfy major requirements at a particular university. Please consult the B.C. Transfer Guide, university calendars, or the Advising Centre.

DIPLOMA IN ACADEMIC STUDIES

To be eligible for a Diploma in Academic Studies, a student must have:

1. Completed 60 credits, 50% of which must be completed at Capilano College;
2. Achieved a cumulative grade point average of 2.00 or better;
3. Successfully completed at least 45 credits from the following subject areas (List A and B), including at least six credits from English (100-level or higher), at least six credits from subjects in List A; and at least 15 credits selected from 200-level courses;
4. All courses must be university transferable courses.

A

Applied Science
Biology
Chemistry
Computing Science
Geography (Physical)
Geology
Kinesiology
Mathematics
Physics
German

B

Anthropology
Art History
Chinese
Commerce
Criminology
Economics
English
French
Geography (Human)
History
Japanese
Linguistics
Music
Philosophy
Political Studies
Psychology
Sociology
Spanish
Studio Art
Thai
Theatre
Women's Studies

DIPLOMA IN GENERAL STUDIES

To be eligible for a Diploma in General Studies, a student must have:

1. Completed 60 credits at the 100 level or higher, 50% of which must be completed at Capilano College;
2. Achieved a cumulative grade point average of 2.00 or higher.

DIPLOMAS IN CAREER/VOCATIONAL PROGRAMS

To be eligible for a Career/Vocational program diploma, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano College;
2. Achieved a cumulative grade point average of 2.00 or higher. Some programs require a higher than 2.0 cumulative grade point average in order to receive a diploma.

CERTIFICATES IN CAREER/VOCATIONAL PROGRAMS

To be eligible for a Career/Vocational certificate, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano College.
2. Achieved a cumulative grade point average of 2.00 or higher. Some programs require a higher than 2.0 cumulative grade point average in order to receive a certificate.

DIPLOMAS/CERTIFICATES IN ADULT BASIC EDUCATION/ESL

To be eligible for a diploma or certificate, a student must have:

1. Completed program requirements, 50% of which must be completed at Capilano College.
2. Achieved a cumulative grade point average of 2.00 or higher.

Academic Policies and Procedures

ATTENDANCE

Students are expected to attend all classes, seminars, labs in which they are officially registered, as evaluation of progress in any course is cumulative and based on class assignments, participation and examinations.

ENROLMENT STATUS

Full-time status: A student registered in a minimum of 12 credits is classified as a full-time student.

Generally, for provincial and federal financial aid purposes, a student registered in a minimum of nine credits will be considered to have met the enrolment requirement for financial aid.

Audit: An audit enrolment indicates the student has registered in and will attend a course without writing examinations or submitting work, papers, lab reports, etc. Full fees are required for audit enrolment. Attendance at lectures, labs and seminars is required. However, for those students who do not meet the attendance requirement, their permanent student record and transcript will be annotated with the comment AUDIT DENIED. Audit status in a particular course is not calculated in the GPA, does not have credit attached, and may not be used toward completion of a diploma, certificate, associate degree, or degree.

Students are permitted to register for audit status in a particular course only as of the first day of classes, on a space available basis, with the instructor's signature. Students may change their registration in a course from credit to audit or audit to credit on or before the last day of the two week Add/Drop Period with the instructor's approval and signature.

Second Year Standing: Second year standing is based on the number of credits completed within a program as noted below:

- i) **University Transfer:** successful completion of 24 credits in that program;
- ii) **Career programs:** successful completion of 50 percent of the total credits required for a two-year diploma in a specified program, or 30 credits.

EXAMINATION PERIOD

The last two weeks of the fall and spring terms are designated as an examination period. If a final examination is to be given, it will take place during the examination period and will be up to three hours in duration. The last week of each summer session is designated as the examination period.

For some Career/Vocational programs, classes will continue as regularly scheduled throughout the examination period. In addition, a special examination schedule may be set. Detailed information is available from instructors or program coordinators.

The examination schedule will be posted by the end of the eighth week of instruction for the fall and spring terms.

STUDENT RECORDS

1. All official permanent student records are kept in the Registrar's Office, and are considered confidential. The information on file for a student is always available to that individual. Information will not be given to any agency or person other than the student, unless the student has given their permission in writing, or for institutional research projects approved by the College.
2. Grade statements:
 - Grade statements are mailed out by the Registrar's Office at the end of each term;
3. Transcripts:
 - Official transcripts are issued by the Registrar's Office, only at the request of the student, and are mailed directly to the institution or agency or to the student in a sealed envelope. The cost of each transcript produced is \$5.
 - Unofficial transcripts are issued by the Registrar's Office at the request of the student.
4. The records of First Nations students (including registration, transcripts and grades) held by the Registrar's Office may be released to the sponsoring band or the Capilano College First Nations Advisor only if a release has been signed by the student. A copy of this release must be on file in the Registrar's Office. Alternatively, a band may submit a copy of a release signed by the student, together with their request for information. Requests must be received in writing and shall be responded to by letter from the Registrar or the Registrar's designate. Requests will not be received by telephone. Band officials are requested to direct their inquiries to designated College representatives, including the Registrar and/or project coordinator.

USE OF PERSONAL EDUCATION NUMBER

Personal information contained on your student record will be used to verify your Personal Education Number (PEN) or to assign one to you. The main uses of the PEN will be for measuring participation in post-secondary education and for student registration purposes. As well, the PEN will be used for program research and evaluation but any personal information disclosed for these purposes will be in non-identifiable form. These uses have been reviewed and approved by the Information and Privacy Commissioner. Students are required to supply this information to complete their registration in courses or programs at the institution.

If you have any questions about the use of PEN please contact the Freedom of Information coordinator in writing at: vcochran@capcollege.bc.ca or V. Cochran, 2055 Purcell Way North Vancouver, B.C. V7J 3H5

PROTECTION OF PRIVACY AND ACCESS TO INFORMATION

Capilano College gathers and maintains information used for the purposes of admission, registration, alumni and other fundamental activities related to being a member of the Capilano College community and attending a public post-secondary institution in British Columbia. In signing an application for admission, graduation, or registration form, all applicants are advised that both the information they provide and any other information placed into the student record will be protected and used in compliance with the B.C. Freedom of Information and Privacy Protection Act (1992).

EQUIVALENCE, EXEMPTION, SUBSTITUTION, TRANSFER CREDIT

All requests for equivalence, exemption, substitution or transfer credit must be submitted to the Registrar's Office on the *Transfer Credit Request* form. A decision will be made with the recommendation of an appropriate program coordinator, if applicable. The credit or action will be noted and approved by the Registrar's Office. Students will be notified in writing of the final decision.

***Equivalence:** An equivalence indicates two courses within the institution deemed to be practically equal in content and credits, although they may be offered in two different program areas under different course numbers.

***Exemption:** An exemption indicates a student is not required to complete a particular course(s) in a program because of successful completion of a combination of post-secondary courses which, overall, constitute equal content.

***Substitution:** A substitution indicates a Capilano course used in lieu of another Capilano course to complete a program's requirements. Credit must be equal.

***Transfer Credit:** Transfer credit is credit given for work successfully completed at another institution. The transfer credits reduce the total number of credits required to complete a certificate, diploma, or associate degree. Approved transfer credit is noted on the Permanent Student Record. While grades are noted on the student record system, they are not included in the calculation of the GPA, nor are they printed on an official Capilano College transcript.

***Note:** *Transfer credit, exemption, equivalence or substitution granted is only relevant for Capilano College. Other institutions to which you may transfer will re-evaluate your credits at the time of application to that institution.*

GRADING SYSTEM

The College employs a letter grade system.

Letter	Grade Point Value	Classification
A+	4.33	Excellent
A	4.00	
A-	3.67	
B+	3.33	Good
B	3.00	
B-	2.67	
C+	2.33	Satisfactory
C	2.00	
C-	1.67	
D	1.00	Minimal Pass
F	0.00	Fail
Non-Grade Designation		
CIP* — Course in Progress		
CR* — Credit Granted		
NC* — No Credit Granted		
NGR* — No Grade Reported		
I* — Incomplete		
W* — Withdrawn		
WE* — Withdrawal — Extenuating Circumstances		
AUD* — Audit		
ADN* — Audit Denied		
* not calculated in grade point average		

Grade Point Average (GPA)

Grade performance is expressed in terms of a grade point average (GPA). GPAs are reported on each permanent student record. To find the term GPA, the grade point value for each grade is multiplied by the credit hours to produce a number of grade points for each course. For example: an "A" received in a three-credit course would become, for purposes of the calculation:

$$A = 4.00 \times 3\text{cr} = 12 \text{ grade points}$$

To find the term GPA, the sum of the grade points is then divided by the number of credit hours taken in one term only. Similarly, the cumulative GPA recorded is the sum of total grade points for all terms, divided by the number of credits for all terms of enrolment.

The minimum grade point average for graduation is 2.00.

Audit

An audit indicates the student has registered in and attended a course without writing examinations or submitting work, papers, lab reports, etc. An Audit status is not calculated in the GPA, does not have credit attached, and may not be used toward completion of a diploma, certificate, associate degree or degree.

Withdrawal — Extenuating Circumstances

Withdrawal from a course after the end of the withdrawal period given for circumstances usually related to a medical situation.

CR or NC Grade

The grades CR or NC are assigned to courses in which a level of mastery is required for successful completion but is not included in the GPA calculation.

F Grade

All Fail or F grades recorded on the student's transcript are assigned a value of zero in the calculation of a student's term and cumulative GPA.

I Grade

An I grade or Incomplete may be assigned in exceptional circumstances when the student can achieve a passing grade by completing one or more units of the course. It is the student's responsibility to determine from the instructor what must be done to complete the course. If an Incomplete is not cleared within four months, the grade will be changed to the evaluation attained at the time the I was assigned.

GRADE APPEALS

Students must take immediate action for a grade appeal. Students must contact a counsellor no later than two weeks after receipt of grades or Change of Grade Notification. The counsellor will discuss the grade and appeal procedure with the student and with the instructor, will provide the student with a *Final Grade Appeal* form, and will submit a report to the Appeals Committee.

If the student wishes to pursue the appeal, he/she must complete the *Final Grade Appeal* form and submit it to the Appeals Committee, along with a fee of \$42.50 for each grade to be appealed, within 14 days after the counsellor's report has been received by the Appeals Committee Secretary. Failure to meet this timeline will be grounds for dismissal of the appeal.

Appeals are considered by an Appeals Committee chaired by one of the College deans. The Committee

consists of representatives from faculty, students, and a counsellor. During the appeal process all term grades, including the final examination mark, are taken into consideration. In all cases the students are informed in writing of the Committee's decision. Should the mark be changed, the fee is refunded.

Only those appeals that follow the above process will be considered.

REPEATED COURSES

A course may be repeated for the purpose of improving a grade, but no more than once. The grade for each attempt will be recorded with the higher grade used in the computation of the cumulative GPA.

No course may be taken more than twice if the student has received two failures, or made two withdrawals or any combination of failure and withdrawal. Subsequently, a student will not be allowed to enrol in a third attempt unless all of the following have been satisfied:

- a. A term GPA of 2.5 or better is achieved;
- b. The signature of the instructor and the faculty coordinator responsible for that subject is entered on the registration form.

The Repeated Courses Policy also applies to courses deemed to be equivalent, have a similar curriculum, and the same subject material; for example, Biology 106 and 107, and Biology 110.

REPEATED TERMS

Students who enrol but withdraw from all courses in two consecutive terms will be ineligible to re-register for one term, Fall or Spring. Students who receive grades of F (fail), W (withdraw), or a combination of these grades in all courses of enrolment in two consecutive terms shall be ineligible to re-register for one term, Fall or Spring. If following a third term of enrolment, students who receive grades of F, W, or a combination of these grades in all courses of enrolment, will not be allowed to enrol for two terms, Fall and Spring.

Students who must withdraw from all courses in two consecutive terms due to medical reasons may appeal to the Registrar for a permit to re-enrol.

ACADEMIC PERFORMANCE

Students at Capilano College are expected to maintain acceptable standards of scholarship. Specifically, they are expected to maintain a minimum 1.80 GPA and CGPA (cumulative grade point average). A student who does not maintain this minimum CGPA will be considered to be performing unsatisfactorily. The following procedures will apply for evaluating the student performance in accordance with policy governing continuance, withdrawal and readmission.

1. Academic performance will be evaluated on courses for which Capilano College grades have been assigned. (Assigned grade will include grades A+ through D, F, but will exclude W, CR, AUD, ADN, WE, NGR, NC, CIP).
2. Following admission, no formal assessment will take place until the student has completed a minimum of nine credits of assigned grades.
3. Students who were admitted to the College with an admission average below 1.80, and who have attempted nine credits at a previous post-secondary institution, will be admitted on academic probation.
4. Students who are placed on academic probation as a result of their performance at Capilano College or who were admitted on probation as a result of their academic performance at another post secondary institution should read the next section on academic probation.

ACADEMIC PROBATION

Assessment for the purpose of determining whether a student should be placed on academic probation takes place only after the student has completed nine credits of Capilano College courses.

If the student's GPA, in any term following the completion of nine credits, falls below 1.8, the student is placed on academic probation.

Students permitted to register will be limited to enrolling in nine credits or a maximum of three courses.

- Once a student is placed on academic probation, the student will remain on probation until they have been assigned grades for nine additional credits. This may be over one or more terms.
- Once the student has been assigned grades for nine additional credits, the student's academic record will be assessed again and one of the following will apply:
 - ~ If both the GPA for the term following the completion of nine credits subsequent to the student's placement on academic probation and the CUM GPA for all courses taken by the

student at Capilano College are equal to or greater than 1.8, the student will return to good standing.

- ~ If the term GPA is equal to or greater than 1.8 and the CUM GPA is less than 1.8, the student will remain on academic probation.
- ~ If the term GPA is less than 1.8 the student will be required to withdraw for at least one term (fall or spring). Please see next section on Required to Withdraw.

REQUIRED TO WITHDRAW

Students who have been Required to Withdraw (RTW), may not apply for readmission for one full term (fall or spring). We strongly advise students to contact an advisor or a counsellor before submitting an application for readmission.

Students who have been required to withdraw must make application for readmission. Permission for readmission will be granted by the Registrar or designate in consultation with the appropriate department and an advisor or counsellor, if necessary. If admitted, the nine credit enrolment limit will apply, as consistent with the probation policy.

Required to Withdraw students granted readmission in the original program of registration or a new program must achieve a grade point average of 2.00 or better on those credits attempted. Students who do not achieve this level will be required to withdraw from the College for one full year and may only be readmitted by application to the Registrar's Office.

Note: Some Career/Vocational programs reserve the right to review performance after each term. This review could result in denied permission to register.

ACADEMIC APPEALS POLICY

If a student is considering appealing a final grade, it is recommended that, if at all possible, a student first contact his/her instructor for discussion and clarification of the grounds/rationale for the assigned grade.

1. The Purpose of the Academic Appeals Policy

The purpose of the Academic Appeals Policy is to provide a process that ensures students have recourse to an independent, impartial body to review policy application in the following areas:

- 1.1 Final Grades* (Grades throughout the term can only be appealed to the Academic Appeals Committee after final course grades have been assigned and inasmuch as in-term grades form part of the final grade).

- 1.2 Probationary continuance, restricted enrolment, or discontinuation of a student in a program/course(s).

- * The word "grade" is used to mean either a percentage or a letter grade. Human errors and omissions in the Statement of Grades will be corrected as soon as identified without appeal or cost to the student and are not the subject of consideration by the Academic Appeals Committee.

2. Responsibility for Development of Academic Policy and Its Application

- 2.1 All instructors are responsible for informing students of the basis for the assignment of final grades in courses.
- 2.2 The College Policy, which clarifies the circumstances and procedures for putting students on probationary status in the program, restricting a student's enrolment, or discontinuing a student's enrolment may be supplemented by written policy developed by departments/divisions.

3. The Academic Appeals Committee

3.1 MANDATE

The Academic Appeals Committee will consider appeals in the areas specified by the Academic Appeals Policy.

3.2 COMMITTEE MEMBERSHIP

The Academic Appeals Committee is comprised of the following members:

- The Dean responsible for Student Services — Chair;
- A Counsellor selected by the Counselling Department for a one year term that is renewable;
- Two faculty representatives selected by the CCFA for a one year term that is renewable;
- Two student representatives selected by the Student Union for a one year term that is renewable.

3.3 CONFLICT OF INTEREST

If a member of the Committee is either an appellant or respondent in an appeal, he/she will be replaced by an alternate during that particular appeal process.

4. Grounds for Appeal

A student may make an appeal under the Academic Appeals Policy on the following grounds:

- failure by the instructor to follow the evaluation profile, grade assignment and operational details as stated in the Course Outline. Students must be notified in writing of any changes to the distributed course outline;

- failure of the instructor to treat the student with fairness or the degree of equity extended to other students in the class;
- failure by the instructor or departments/divisions to follow approved college policies and procedures.

5. Deadlines for Initiating and Resolving Appeals

- 5.1 A student wishing to appeal a final grade must contact a Counsellor within two weeks after receipt of grades or Change of Grade notification.
- 5.2 For appeals under 1.2, the student must contact a Counsellor within two weeks after being advised in writing that a policy is being applied.
- 5.3 In adjudication processes, the Academic Appeals Committee shall attempt to resolve the appeal as soon as possible and by no later than the end of the following term.

6. The Appeals Process

6.1 MEDIATION

- 6.1.1 In all appeals, attempts may be made to mediate the situation. To this end, Counsellors will refer students first to the instructor, and then to the Department Coordinator and Division Chair.
- 6.1.2 The Counsellor does not act as a student advocate. The role of the Counsellor is to guide the student in the Appeals process and give information.
- 6.1.3 If the student is not satisfied that the concerns raised have been addressed in the mediation process, the Counsellor will provide the student with information about the adjudication process.
- 6.1.4 For final grade appeals, the Counsellor will provide the student with a Final Grade Appeal Form.
- 6.1.5 For appeals under 1.2, the Counsellor will provide the student with information about how to develop a letter to the Academic Appeals Committee that presents the grounds for appeal.
- 6.1.6 The Counsellor will prepare for the Committee a Counsellor's report that reviews the Counsellor's interview with the student and provides information about the mediation attempts. Within two weeks, the Counsellor's report will be submitted to the Chair of the Academic Appeals Committee for filing or use in the adjudication process.

6.2 ADJUDICATION

The Appellant's Role and Responsibility

- 6.2.1 If a student wishes to appeal a final grade, the student must complete and mail the Grade Appeal Form to the Academic Appeals Committee Chair within 14 calendar days of the date of receipt of the Grade Appeals Form from the Counsellor.
- 6.2.2 For appeals under 1.2, the appellant must write and mail a letter outlining the nature and reasons for the appeal to the Academic Appeals Committee Chair within 14 calendar days after the completion of the mediation process.
- 6.2.3 With the Grade Appeal Form or appeal letter, students should submit the fee of the amount specified in the College calendar. For grade appeals, the fee is applicable on a per course basis.
- 6.2.4 Failure either to meet the above timetable or to submit the fee with the Grade Appeal Form is grounds for dismissal of the appeal.
- 6.2.5 If the final grade is changed, the fee for the grade appeal will be refunded.

The Respondent's Role and Responsibility

- 6.2.6 After receiving a copy of the student's Grade Appeal Form (or appeal letter) and the Counsellor's Report, the respondent (instructor or departments/divisions) is required to complete the Faculty Report Form (for final grade appeals) or provide a letter of response for the Academic Appeals Committee.

The Academic Appeals Committee's Role and Responsibility — General

- 6.2.7 The Academic Appeals Committee shall review the Grade Appeal Form (or appeal letter), Faculty Report (or respondent's letter), and the Counsellor's Report.
- 6.2.8 The Committee may request either the appellant or the respondent to appear before the Committee. If the Committee asks either one to appear, the invitation must be extended to the other. The appellant and respondent shall not appear before the Committee at the same time.
- 6.2.9 Except in exceptional circumstances and on request of the Committee, neither appellants nor respondents may appoint representatives to appear for them before the Committee.

- 6.2.10 The Chair of the Committee shall notify the appellant and respondent in writing informing her/him of the outcome of the Committee's decision.
- 6.2.11 The decision of the Committee is final. The Chair will provide a written rationale of the appeal within one week to both the student and the respondent.
- 6.2.12 Upon a request to the Chair of the Academic Appeals Committee, the student will be provided with a copy of the Faculty Report or letter of response and the Counsellor's Report.

The Academic Appeals Committee's Role and Responsibility — Final Grade Appeals

- 6.2.13 For final grade appeals, the Committee may request that the instructor's grade book be submitted for review by the Committee.
- 6.2.14 For final grade appeals, the Committee may request that all course material be submitted by the appellant for review by the Committee.
- 6.2.15 For final grade appeals, the Committee shall not consider the appellant's grades in other courses.
- 6.2.16 In the event that the Committee decides a final grade should be revised, it may:
- request the instructor to re-evaluate the material that is the subject of the appeal;
 - in exceptional circumstances, seek a re-evaluation of work in dispute by another discipline expert chosen by the Committee;
 - base the new grade on a proportionate weighting of those graded components that are not in question, excluding in part or in entirety those that are in question.
- 6.2.17 The Committee will only change final grades for the following reasons:
- failure by the instructor to follow approved college policies and procedures;
 - failure by the instructor to follow the evaluation profile, grade assignment and operational details as stated in the Course Outline. Students must be notified in writing of any changes to the distributed course outline;
 - failure of the instructor to treat the student with the degree of equity extended to other students in the class.

Student Services

EDUCATIONAL ADVICE

THE ADVISING CENTRE

Admissions Advising/ Educational Planning/ High School Liaison

Anna Lee BOULTON, Supervisor, BA (Alberta)
Jean BERRY, Academic Advisor and International Student Advisor, B.Sc. (Wisconsin)
Rosemary MEECH, Academic Advisor, B.Ed. (UBC)
Suzanne NORMAN, Academic Advisor, BA (McMaster)
Marni BUSH, BC Teacher's Certificate, Educational Planning Assistant

The Advising Centre

- provides prospective students with educational planning consistent with their career goals
- assists students and prospective students in making course selections consistent with their career goals
- organizes admission and course planning workshops on campus to help prospective students make an easy and successful transition into college
- provides on-going educational planning for students on campus
- assists students in planning their transfer to other institutions
- provides the general public with information on Capilano College programs
- visits high schools in the lower mainland to provide information on College programs and to assist students in their transition from high school to college.

Appointments may be made at the Advising Centre in Birch Building, Room 238 or by calling the Advising Centre at 604.984.4990. Drop-in advising is also available.

Email: advising@capcollege.bc.ca

REGISTRAR'S OFFICE

Itidal SADEK, Registrar, B.Arch, B.Sc. (Egypt)
Cheryl HELM, Associate Registrar, BA (UBC)
Jillian FEIST, Office Manager, MBA (Asia Pacific International)

The Registrar's Office is responsible for admission, maintenance of all permanent student records, registration procedures for all prospective and continuing students, and administration of College policies pertinent to those areas. In addition, all semester and examination timetables and official course articulation and graduation is coordinated by the Registrar's Office.

Tel: 604.984.4900 • Fax: 604.984.1798

DISABILITY SERVICES

Faculty

Jolene BORDEWICK, B.Sc. (Ed) (Idaho), M.Ed. (UBC), PDP (SFU); Registered Rehabilitation Professional

— Office of Educational Planning

Lucas FOSS, BA (Carleton), MA Counselling Psychology (Adler School of Professional Psychology), RCC, RRP — Office of Educational Support

Alison PARRY, BA (York University)

— Learning Specialist

Jan SHIELL, M.Ed. (UBC), RRP

— Assessment Specialist

Support Staff

Sandra COOPER, Secretary

Intake services for students with disabilities are provided in the Office of Educational Planning for Students with Disabilities (Birch 284). Admitted students will be referred for on-going technical equipment, classroom accommodations, assessments and learning support services. The Office of Educational Support (Birch 272) and the Learning Specialist (Birch 278), both in the Counselling Department, as well as the Assessment Specialist (Birch 285) are all available to support students with disabilities. There is a \$100 charge for L.D. assessments.

Contact in the Office of Educational Planning must be made up to FOUR months prior to classes beginning. This will ensure that equipment and accommodation needs can be arranged in a timely fashion. Following admission and receipt of current documentation, a variety of services may be made available for students:

- transition and educational planning
- college orientation and access information
- registration assistance
- instructor notification for classroom accommodation
- exam invigilation
- individualized equipment and technical support
- equipment funding facilitation
- taped and enlarged font texts
- interpreting services
- notetakers
- LD assessments
- exit planning

Faculty are available Monday through Thursday. For more information about Disability Services call Sandra Cooper at 604.983.7526 for an appointment.

FIRST NATIONS STUDENT SERVICES

Faculty

Peggy SHANNON, M.Ed. (UBC), First Nations Advisor

The First Nations Student Advisor provides direct services to First Nations students in a variety of ways: assistance with course selection and registration; information concerning College resources; advisor for special programs; liaison with First Nations Band education officers and college instructors; consultation regarding personal and educational matters. The advisor also acts as a resource to the student-based First Nations Issues Committee.

The Advisor is located on the North Vancouver campus, Birch Building, third floor, Room 327.

Internal calls 1762, external calls 604.984.1762.

INTERNATIONAL STUDENTS

INTERNATIONAL STUDENT CENTRE

Gary HENKELMANN, Manager, B.Ed. (U of Alberta)
Michael FRANKOWSKI, Events Planner, BPE (U. of Calgary)

Ursel BROWN, Support Staff

Wendy CORRIVEAU, Support Staff

The International Student Centre is located on the third floor of the Birch building, room 339.

Contact

Gary Henkelmann: 604.983.7544

Michael Frankowski: 604.990.7929

Ursel Brown: 604.990.7863

Wendy Corriveau: 604.990.7914

INTERNATIONAL STUDENT INFORMATION

Capilano College provides a wide variety of educational programs including: university transfer courses in arts and science, diplomas and certificates in Career and Vocational areas, English as a Second Language (ESL), ESL combined with university transfer or career courses, and four-year degrees in Business Administration, Tourism, Music Therapy, and Jazz Studies. Capilano College welcomes students from all parts of the world.

General Admission Requirements

All international applicants must:

- Be 18 years of age or older on arrival.
- Have the minimum grade point average of 2.0 on a 4-point scale.
- Have completed the equivalent of secondary school graduation (Grade 12) in British Columbia.

- Meet the admission requirements as specified for the intended program of study.
- Have a valid Student Permit from the Government of Canada.

Admission Requirements for Specific Program Areas

To Apply for the English Language Program (ESL)

In addition to the above general admission requirements, applicants must:

- Have some prior studies in English. Students should arrive with a minimum of a lower intermediate level of English.

To Apply for University Transfer and Degree Programs

In addition to the above general admission requirements, applicants must:

- If required, have successfully completed any necessary pre-requisite courses appropriate to the chosen field of study.
- Demonstrate the required English language proficiency either by presenting an official TOEFL score of 220 (560 written score) or an official IELTS score of 6.5 or an ELA score of 145.

To Apply for Career and Technology and Vocational Programs

In addition to the above general admission requirements, the applicants must:

- Have permission from the coordinator of the program.
- Demonstrate the required English language proficiency either by presenting an official TOEFL score of 220 (560 written score) or an official IELTS score of 6.5 or an ELA score of 145.

Application Process

To apply to Capilano College international students should follow these steps:

- Complete an Application for Admission form. (This form can be printed from the college Web site.)
- Enclose a \$100 Cdn non-refundable Application Processing fee.
- Enclose a certified copy of all high school and university transcripts translated into English.
- If applying for the academic or career programs arrange to have an original copy of your TOEFL results sent to Capilano College.
(Capilano College code is 0505)

After receiving this information, Capilano College will send the student an admission letter indicating the conditions of the admission.

International Student Fees *(as of September 1, 2002)*

International student tuition fees for all programs of study are \$310 Cdn per credit. Most courses are 3 credits. The tuition fee for most courses is \$930 per term (\$310 x 3 credits). The tuition fees for one term, or four months, of full-time study are \$4650 Cdn.

International students are required to be enrolled in a full-time program of study, which includes 12-15 credits per term (4-5 courses). Exceptions will be made for students who are in the final term of their program and require fewer courses for completion.

If an international student's status changes to that of a landed immigrant status on/after the first day of classes in a term, the change in tuition fees will occur the following term. Students are asked to provide documentation of the status change.

Note: *Capilano College reserves the right to change fees and policies without notice.*

Additional Fees

General Fees:

All international students will be assessed an additional general fee of \$78.90 Cdn each term. This fee is assessed as a contribution toward the Student Union and Capilano Courier fee.

Material/Lab Fees:

Where applicable to specific courses, students will be assessed lab/materials fees.

In addition, students are also responsible for such expenses as medical insurance coverage, textbooks, housing, meals, recreational and transportation costs.

Refund Policy

Students should familiarize themselves with Capilano College's refund policy prior to submitting payment for their studies.

International students who:

- Withdraw in the first or second week of instruction will receive a 67% refund of tuition fees.
- Withdraw after the second week of instruction will receive no refund of tuition fees.
- Withdraw for medical reasons or due to a failure to obtain a student permit prior to arrival at Capilano College will be entitled to a full refund of tuition fees paid. Students must notify Capilano College in writing and provide documentation prior to the start of the term. Once instruction begins, policies A and B above apply.

Refunds for non base-funded courses vary. Check with the Cashier's Office.

In addition, in all refund cases, the application fee of \$100 Cdn is non-refundable.

Students who wish to defer their application to the next term must do so in writing prior to the start of the term.

General Information — Student Services

Medical Insurance

All students must have adequate medical coverage while studying at Capilano College. Medical insurance for the first 90 days in British Columbia is available at a cost of \$135 Cdn. After the first 90 days students must subscribe to the government-operated Medical Services Plan of British Columbia which costs \$54 Cdn. per month.

Satisfactory Academic Achievement

All students who enter Capilano College are expected to maintain acceptable standards of academic performance. Students should refer to the section in this Calendar which explains Capilano College's guidelines for acceptable performance. Should an international student begin to fall below the acceptable performance standards, he/she will receive prior warning and be given access to academic advising services. If the student continues to be unable to maintain acceptable standards of academic performance, he/she shall be placed on probation and may, if the situation persists, be required to withdraw from the program.

International Student Support

Capilano College provides special support to international students.

Staff in the **International Student Centre** work closely with students to ensure that they receive the necessary application and admission information and documentation.

- The **International Student Centre** provides information and resources on all aspects of the international student's stay in Canada.
E-mail: IntEd@capcollege.bc.ca.
- The **Advising Centre** has Academic Advisors who answer questions about programs of study, course selection for university transfer, career programs, and developing an educational plan.
Tel: 604.983.7539.
- The **Counselling Department** has Student Counsellors who provide educational counselling, career counselling, and personal counselling plus provide workshops and outreach programs.
Tel: 604.984.1744.
- Capilano College encourages all international students to participate in the **International Club** to meet Canadian and other international students and to participate in a variety of activities, on and off campus. Tel: 604.990.7929.
- The **Peer Support Centre** has student volunteers who are available as conversation buddies during fall and spring terms. Tel: 604.983.1744.

Capilano College strives to ensure that all international students are well received and have a positive and successful educational experience.

LEARNING SUPPORT SERVICES

LIBRARY

Administration

James COOKE, Dean, Student Services and Foundation Programs

Faculty

Karin HALL, BA, MLS (UBC)
David LAMBERT, BA (U of A), MLS (UBC)
Annette LOREK, BA, MLS (McGill)
George MODENESI, BA, MLS (UBC)
Sidney MYERS, BA (UBC), MLS (Western)
Karyn SCHMID, BA (SFU), MLS (UBC)
Maureen WITNEY, BA (Trent), MLS (U of T)

Staff

Kathleen COSGROVE, Audio Visual Services
Clint EDERER, Circulation Services
Sharon FEYER, Audio Visual Services
Glen GREENLY, Technical Services
Karen KLAVER, Circulation Services
Kathleen KLEIN, Audio Visual Services
Dianella KNIGHT, Student and Instructional Media Services
James KWOK, Circulation Services
Quinton LEE, Audio Visual Services
Anne MOYE, Secretary
Carol NOONAN, Technical Services
Nola O'BRIEN, Technical Services
Gail OWEN, Circulation Services
Karyn SCHMID, Circulation Services
Judy STEAR, Circulation Services
Deborah SWIGART, Technical Services
Luisa VESCHINI, Circulation Services
George VILLAVICENCIO, Circulation Services
Jan WILSON, Technical Services

Library Hours

North Vancouver Campus

Monday – Thursday	8:00 am – 9:30 pm
Friday	8:00 am – 4:30 pm
Saturday – Sunday	1:00 pm – 5:00 pm

Audio Visual Services

Monday – Thursday	8:00 am – 9:30 pm
Friday	8:00 am – 4:30 pm

Student and Instructional Media Services

Monday – Friday	8:30 am – 4:00 pm
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Squamish Campus

Monday – Thursday	9:00 am – 7:00 pm
Friday	9:00 am – 4:00 pm

Sechelt Campus

Monday – Thursday	9:00 am – 7:00 pm
Friday	9:00 am – 4:00 pm

Call ahead for summer hours.

Collections

Students have access to a book collection of over 100,000 volumes, periodical and newspaper collections of 600 current titles, and collections of videos, online databases, maps, government documents, annual reports and pamphlets. Reference workstation computers provide access to the library web page, INNOPAC online catalogue, online periodical indexes, full-text databases, the World Wide Web, and other online information resources.

Research Assistance and Instruction

Students receive a library orientation and basic research methods class during the first year of English and Psychology courses. Other courses often include a class in the use of library materials specific to the subject area. Individual research assistance is available from the Reference Librarian on duty whenever the library is open. Guides to resources and services are available in print and electronically through the library web page.

Circulation Services

Students are required to present current Capilano College ID to borrow library materials. ID cards must be renewed each term. For loan periods and other policies see the "Library Guide for Students" available in the Library.

Note: *Fines are charged on all overdue library materials. Hourly and daily charges vary depending on whether the item is on reserve, recalled, or on regular loan. Please note the due date on each item borrowed and return materials on time. Failure to return materials and pay all fines at the end of each term will result in debt listing (transcripts are withheld and further registration is prohibited).*

Audio-Visual Services

A variety of audio-visual software and equipment is available for use in the Library or may be booked for classroom presentations. Films, videos, records, cassette tapes, and CDs are listed in the library catalogue. Projectors, video players, cassette recorders, CD players and record players are available for individual use at library study carrels. Overhead acetates, colour photocopies, video and audio tapes, and computer disks can be purchased.

Student & Instructional Media Services

Services include duplication of audio and video tapes, overhead transparencies (b&w and colour), colour printing, audio, video and photographic production assistance, film processing, slide and flatbed scanning, CD-ROM burning, slide sorting, drymounting, lamination and vinyl signage.

Appointments and sign-in required for some services.

Computer Learning Centre

The Computer Learning Centre provides instructional services to students in a microcomputer lab setting. These services include an introduction to word processing, solutions to hardware and software problems, and provision of general information about computing resources at the College. The Centre is located on the main floor of the Library and assistance is available during posted hours.

Sechelt and Squamish Campuses

The primary library collection is housed at the main Capilano College Library in North Vancouver and only limited library resources are available at the Sechelt and Squamish campuses. Sechelt and Squamish students have full access to the main library collection through the online library system and inter-campus lending.

LEARNING SPECIALIST

Faculty

Alison PARRY, BA (York)

The office of the learning specialist offers the following services to Capilano College students who wish to improve their learning efficiency:

1. Scheduled study skills workshops on topics such as Time Management, Lecture Notetaking, Textbook Reading, Exam Preparation/Exam Writing, and Giving Oral Presentations.
2. Credit courses, team taught with counsellors, that help students adopt attitudes and methods that promote student success.
3. Individual assistance to students with specific academic concerns and difficulties.
4. Support to students with documented learning disabilities in the form of individual learning strategies instruction, and peer tutoring.

For more information about the study skills workshops, the Student Success course or to make an appointment to see the learning specialist at the North Vancouver campus, visit the Counselling Department (Birch 267) during regular office hours or call 604.984.1744.

For information on the services offered by the learning specialists at the Sechelt and Squamish campuses, please contact the local College receptionist in Squamish at 604.986.1911, local 5800 (toll free from North Vancouver) or 604.892.5322 (local) and in Sechelt, call 604.986.1911, local 5900 (toll free) or 604.885.9310.

WRITING CENTRE

All students registered at the College are welcome to visit the Writing Centre (FR402) for advice on written assignments or help with writing problems. The Centre is not a proofreading service but aims to help students develop their writing ability.

The Centre also offers resources for writing: quiet space, a collection of reference books, information sheets and exercises, and computers with word processing and printing facilities.

The Writing Centre is staffed by faculty members from the English, ESL and ABE Departments. Hours of operation are posted.

THE MATHEMATICS LEARNING CENTRE

Students studying mathematics at Capilano College benefit from one of the most comprehensive learning centres in the province. The Mathematics Learning Centre (MLC) is located in the Birch Building, Room 289. During scheduled hours students may obtain individual assistance from the instructor on duty. The MLC also contains an extensive collection of learning materials including software, videos, and reference texts.

STUDENT FINANCIAL SUPPORT

EMPLOYMENT CENTRE FOR STUDENTS

The Student Employment Centre offers extensive services to support students with their important search for employment — whether full-time, part-time, seasonal or casual employment. Students may access the Centre's services in two ways — drop-in and by appointment.

Drop-in Service

- current job postings available
- résumé and cover letter review
- on-line strategies for assisting with company research, résumé posting and format, and other valuable employment links
- access to potential employer lists
- interview suggestions
- student computers available for online employment research
- tutoring registry

Location: Birch 270

Contact: Dave Sharrock, Advisor
Judy Sankey, Centre Assistant
Tel: 604.984.4965
Fax: 604.990.7866

Individual Employability Coaching (by appointment)

- strengthening your ability to secure employment
- personalized approach to recognizing your important employability skills

- determining an employment focus
- long-term support (even after graduation!)
- résumé and job posting dissection techniques
- interview portfolio development
- clearly understanding your contribution to a potential employer
- ongoing motivation and guidance
- all discussions are confidential

Location: Birch 329

Contact: Lynne Somerville, Student Employability Coach
Tel: 604.990.7922
Fax: 604.990.7866

FINANCIAL AID AND AWARDS

Location: Birch Building Room 238

Iris CUNNINGHAM, Financial Aid Officer
Lisa DILLON, Financial Aid Officer
Valerie KENDRICK, Financial Aid Clerk

Direct Telephone: 604.984.4966
Fax: 604.983.7563

Programs Administered by the Financial Aid and Awards Office

- Adult Basic Education Student Assistance Program (ABESAP)
 - Canada Study Grants for High-Need Part-Time Students (HNPT-CSG)
 - Internal scholarships and awards
- Deadlines:
- Fall Term September 30
 - Spring Term January 31

Services Provided by the Financial Aid and Awards Office

(Early application is recommended)

- Information and applications for British Columbia Student Assistance Programs
 - ~BCSAP
 - ~Loan Remission
- Assistance in preparing reassessments or reviews for BC Student Assistance Programs
- Applications for the student assistance programs of other provinces
- Information on other sources of educational funding
- Emergency Aid (limited). Includes emergency loans and emergency bursaries
- Individual financial counseling
- Workshops and information sessions on financing an education, and budgeting

Note: Government loan/grant programs are intended to assist students who do not have the resources available to pay for their education. Students and, in some cases, family may be required to contribute. The amount of money a student will receive will not necessarily cover the entire costs associated with post-secondary education. It is expected that students create a financial plan and budget their funds for each educational year. Students are expected to have arranged finances prior to registration.

Publications

- *Financial Aid and Awards – A Student Guide*
- Government and internal pamphlets and brochures related to student financial aid

Scholarships, Bursaries, and Awards

Various awards which recognize achievement, and/or financial need are available through general and individual application forms. A detailed listing of these awards is contained in the free booklet: *Financial Aid and Awards – A Student Guide* and available for review on the College web site. (http://www.capcollege.bc.ca/services/financial_aid)

Scholastic Awards

The following notations and awards are determined by the Registrar's Office based on criteria as noted:

Dean's List

Full-time students completing a term and meeting the Deans' List criteria will receive a congratulatory letter from the College recognizing their achievement.

To be eligible for the Deans' List, the student must have a 3.67 or higher grade point average, have no Incompletes, no Credit Granted or Fail grades and completed a minimum of 12 credits for that term.

Merit List

Part-time students with a cumulative grade point average of 3.67 or higher upon the completion of 30 or 60 credits will receive a congratulatory letter from the College recognizing their achievement.

The Governor-General's Collegiate Bronze Medal

This award is presented to a diploma graduate from a two-year program who has achieved the highest cumulative grade point average, and who has attained this grade point average on a minimum of 15 credit hours per term, or full program load as outlined in the Calendar, during attendance at Capilano College.

The Lieutenant Governor's Silver Medal

Awarded for academic excellence and contribution to the College and community to a graduate in a Career/Vocational program of less than two years' duration.

ALTERNATIVE LEARNING FORMATS

DISTANCE EDUCATION

Capilano College offers a variety of courses by distance education. Some courses are offered on line.

Other distance education courses are offered via video conferencing with our regional campuses. Such courses are part of our regular course offerings.

Fish Culture Technician Program

The Fish Culture Technician program is available in distance learning format only. Students may register in one or more courses. Upon completion the student is awarded the Fish Culture Technician Certificate.

The distance learning program has been designed for individuals who are currently working or seeking employment in the fish culture field and wish to upgrade their academic credentials. Individualized programs may be available.

For more information please call David Bates at 604.986.1911, local 5903 or 604.885.9310.

Paralegal/Legal Assistant Certificate Online Program

This part-time certificate program is available in distance learning format for students living outside the Vancouver and Lower Mainland areas. Students must be employed as a legal secretary while completing the program and have at least two years of such experience before starting the program. The content of this program is identical to the content of the evening option part-time Paralegal/Legal Assistant Certificate program. Please refer to this program in the calendar for course listings. For more information, or to receive a brochure, call the Paralegal/Legal Assistant Department at 604.983.7594 local 2361, or visit the Web site at: www.capcollege.bc.ca/programs/legal_assistant/ or send e-mail to: de-lgas@capcollege.bc.ca.

CO-OPERATIVE EDUCATION

Co-operative education integrates a period of classroom learning with periods of work experience to enable students to apply their knowledge and skills. Students alternate periods of full-time study with periods of paid employment in business, industry, government and non-profit organizations. The goal is to develop high calibre graduates, better able to assume productive jobs.

Employers may use co-op students to assist in building a work force that meets the short-term needs of their organization. Students can undertake special projects and provide relief for permanent staff who may be undertaking other tasks. In the longer term, employers have a cost effective means of evaluating potential future employees.

The co-op experience provides students with a superior, well-rounded education enriched by the practical application of their skills. They obtain valuable "hands-on" experience and are able to evaluate their career choices.

The College receives immediate feedback on the quality and relevance of the program areas and on the quality of the students. Co-op education also helps the College develop contacts with the business community in general.

The following are co-operative education programs at Capilano College:

- Asia Pacific Management
- Business Administration
 - Accounting
 - General Management
 - Marketing
- Business Computing
- Latin American Management Program
- Retail Marketing
- Tourism Management

Details on these programs are available in the appropriate program area of this Calendar. For detailed information please contact the co-op education office at 604.983.7557 or co-op@capcollege.bc.ca. Visit our Web site at www.capcollege.bc.ca/co-op.

PERSONAL SUPPORT SERVICES

COUNSELLING

Faculty

Maggie FEIST, M.Ed. (UBC)
Daniel FRANKEL, BA (Concordia), M.Ed. (McGill)
Yvonne McCOLL, BA (Simmons), M.Ed. (Harvard)
Susan MITCHELL, B.S.Ed. (N. Illinois), MA (UVic)
Karen PEARDON, BA (Univ. of Regina), MA (UBC)
Sukhi SOHI, MA (UBC)
Suzanne WALLSTER, M.Ed. (Montana)

Support Staff

Lynne HAMILTON, Divisional Assistant
Betty GERELA, Receptionist

General Information

The counsellors at Capilano College are professionals trained to provide a variety of counselling services designed to promote and support students' academic success, identification and achievement of appropriate career goals, and personal growth.

At present, the Counselling Department offers the following services to Capilano College students:

Educational Counselling is available to help students plan their college education according to their interests, aptitudes and career goals.

Students are advised to consult with a counsellor when

experiencing academic difficulties. Students **must** see a counsellor before registering for an overload or when considering filing a formal grade appeal.

Career Counselling offers help to students who are having trouble deciding on a career, who perhaps feel unsure, confused, or lacking motivation. Counselling and testing can help students make realistic career plans based on their interests, abilities and values.

Personal Counselling is available to help students who are experiencing personal difficulties which affect their ability to succeed in college. Counsellors can help students to clarify issues, overcome obstacles and find effective ways of dealing with their problems. Counsellors can also refer students to community agencies for further assistance.

Workshops and Outreach Programs designed to help students succeed are offered throughout the term in such areas as career exploration, goal-setting, test anxiety, procrastination, stress management, communication skills, assertion training and emotional intelligence.

CSS.100, College Success Strategies, is a three credit, full term course co-taught by a counsellor and the Learning Specialist.

The Counselling Department is located in Room 267 of the Birch Building. Appointments to see a counsellor may be made through the receptionist, or by calling 604.984.1744. Appointment times are available Monday through Friday, from 9 a.m. to 4:30 p.m. Drop-in counselling is also available to accommodate students in crisis or emergency situations, or for short consultations.

All counselling is confidential.

Those living in the Pemberton – Howe Sound region requiring the assistance of a counsellor should contact the Squamish campus. Appointments may be arranged by calling 604.892.5322.

Sunshine Coast region residents should call the Sechelt campus, 604.885.9310.

Peer Support Centre

The Peer Support Centre (PSC) is made up of a group of students who volunteer their time to assist other Capilano College students. Volunteers act as buddies to international students to help facilitate their transition to Capilano College and to Canadian culture. They also lead conversation groups for ESL students and may assist ESL students in classroom settings. The PSC is also involved in activities such as orientation, campus tours and outreach events. The volunteers are trained and supervised by the Counselling department and financial support for the PSC is provided by the Capilano Students' Union. Students who are interested in becoming volunteers can contact the Counselling Department at 604.984.1744.

CHILD CARE

Capilano College offers child care for infants, toddlers and 3 – 5 year olds. Some part-time spaces are available. Priority is given to Capilano College students.

Applications for child care are available at the Child Care Centre or by calling 604.984.4950.

CONFLICT RESOLUTION ADVISOR

Janet KEE, BA, LLB (U of T)

The primary work of the Conflict Resolution Advisor is to assist campus members to informally resolve disputes, including sexual harassment and other harassment issues. This work can include discussing effective responses, facilitating communication between the concerned individuals through coaching, mediation or chairing group meetings, or helping complainants initiate a formal complaint under the College Sexual Harassment Policy (see Policies and Procedures in this Calendar).

The advisor also offers presentations and workshops on campus on many topics, including harassment, conflict resolution, anger management, dating violence, cross-gender communication, and assertiveness training. The advisor and her resource library are available to all student researchers with questions about harassment, conflict resolution and related topics.

The advisor is located in the Birch building, room 270A, at 604.983.7547. Appointments may be arranged by calling 604.990.7863.

HEALTH SERVICES AND SPORTS MEDICINE CLINIC

Dr. Bill MACKIE, B.Sc., M.Sc., MD (UBC), CCFP,

Dip. Sport Med., Director of Medical Services

Dr. Anne DARRAGH, MD, CCFP

Dr. F.V. DENHOED, MD, FRCS (C) Plastic Surgeon

Dr. Debbie COLLINS, BSR, MD, CCFP, Dip. Sport Med.

Dr. Mona LEE, MD, CCFP

Located in the Birch building, room 249.

General medical services are available to students at no charge on Tuesdays and Thursdays during the Spring and Fall terms. Appointments may be made through the receptionist. Internal calls: 4964, external calls: 604.984.4964.

Physiotherapy

Paul HUNTER, B.Sc. (PT), MCPA

Paige LARSON, B.Sc. (PT), BPE, MCPA, Sports
Physiotherapist

Denise MORBEY, B.Sc. (PT), MCPA

Rob RUDDICK, B.Sc. (PT), B.H.Kin., MCPA

Located in Birch building, room 249A.

Physiotherapy appointments may be made through the receptionist. Hours are: Monday – Friday 7 a.m. to 7 p.m. Internal calls: 7851, external calls: 604.984.4964 or 604.990.7851.

First Aid

First Aid is administered through the Facilities Department. Internal calls: 1772, external calls: 604.984.1772.

First Aid Services are available on campus 24 hours a day, seven days a week.

SECURITY

Capilano College is concerned with the safety and security of students, faculty, staff and visitors on campus.

Security at the North Vancouver campus is provided by uniformed officers. These officers are available to escort any member of the College community. Advance notice is appreciated, but not required. Campus security may be reached at 604.984.1763.

A security awareness orientation is provided to every class at the beginning of each term. Faculty, particularly those teaching evening classes, promote and actively encourage the buddy system. Students are advised to walk with a friend or, if possible, travel in groups to parked cars or to other locations, or get a ride to their vehicle if they are parked some distance away from others.

CAREER PLANNING INFORMATION

CAREER RESOURCE CENTRE

The Counselling Department assists students considering career options by providing information and reference materials on a wide variety of occupations. The Career Resource Centre is located in the Birch Building, Room 267. It houses a collection of self-help books, vocational literature and information on labour market trends. The Centre also contains calendars from Canadian and foreign universities and colleges, and free informational brochures on campus and community resources. Copies of past and current course outlines for Capilano College are available for reference in choosing courses and instructors. In addition, there is a computer located in the Career Resource Centre to allow students to find career and

occupational information on the Internet. For assistance, contact the Counselling Department receptionist. The Career Resource Centre is open from 8:30 a.m. – 4:30 p.m. Monday through Friday.

CAMPUS ACTIVITIES

ATHLETICS AND RECREATION

Administration

Joseph IACOBELLIS, BPE, MPE (UBC),
Manager

Faculty

Milton WILLIAMS, BPE (UBC), Campus Recreation
Programmer

Support Staff

Dianne COTTRELL, Program Assistant
Christina MOGRHABI, Senior Attendant
Bryan SCHOFIELD, Attendant
Tom SMITH, Evening Attendant
Kenric YUEN, Attendant

Athletics

Capilano is a full member of the British Columbia Colleges' Athletic Association, which is the governing body for all intercollegiate athletics in the province. Provincial championships are determined annually, with winners advancing to national finals. This affords our College's highly skilled student athletes an opportunity to meet with and compete against the best college athletes in Canada.

Intercollegiately, Capilano Blues teams compete in baseball, soccer, basketball, volleyball, and badminton both for men and women. Each year, our many exceptional athletes, working with the experienced Blues coaching staff and managers, have combined to produce both provincial and national championship teams. Capilano College is proud of the accomplishments of its student athletes and of its growing reputation for athletic excellence. For athletes seeking information about their sport status, call the Manager, Athletics and Recreation, Joe Iacobellis at 604.983.7533.

Campus Recreation

The department offers an expanding intramural program, utilizing the College's Sportsplex facility and the Weight Training Centre, together with recreation and fitness programs, which are available during Fall and Spring terms. Some examples of the scheduled activities are: co-ed volleyball, basketball, indoor soccer, yoga, badminton, aerobics, dance, rowing, weight training, boxercise and many more.

The Sportsplex is located in the south east corner of the south campus parking lot across from Birch Building.

For detailed gym schedule and game times call 604.984.1737. For intramurals, recreational programming call Milt Williams at 604.983.7532. For general information please call the Sports Line at 604.990.7845. The fax number is 604.984.1736.

Sportsplex and Fitness Centre

The Sportsplex is one of the finest multipurpose facilities in the province. It houses intramural programs, athletics, gymnasium-based programs, extension courses in sports and recreation as well as general activity drop-in programs for those requiring scheduling flexibility. Each of these programs offer a variety of activities which will satisfy the recreational needs of the student body.

Facilities include a 14,500 sq. ft. gymnasium with seating capacity for 1,700, suitable for basketball, volleyball, badminton, indoor soccer, wrestling, martial arts and many other activities; a 2,400 sq. ft. aerobics gym; weight and fitness centre; dressing rooms and sauna. A wide range of services including towel service, locker rentals, first aid, laundry service and equipment loans are available.

Current hours of operation during the term (September to April) are:

Monday to Thursday:	8:30 a.m. to 11 p.m.
Friday:	8:30 a.m. to 7:30 p.m.
Saturday/Sunday:	Please call 604.984.1737 for schedule

STUDENTS' UNION

The Capilano Students' Union (CSU) is a democratic autonomous organization dedicated to advancing the interests of students by working to achieve a system of post-secondary education which is accessible to all. Membership in the Student Union commences at registration and includes both part time and full time students. The Union works to protect the rights of students and to advocate wherever decision making affects the quality of life for students at Capilano College. For example, the Union appoints student representatives to college committees to ensure that student perspectives are a part of the college's decision making processes. The Union also organizes social, political and cultural events and provides a variety of low-cost services to members. Capilano students are also members of the Canadian Federation of Students (CFS), an alliance of 400,000 students across Canada. Through the Canadian Federation of Students the Union works to advance post-secondary education policies in areas such as tuition fees and student financial assistance.

The activities of the Students Union are coordinated by an elected Executive Committee and various Union committees. Elections of all vacant and expiring positions are held during the first five weeks of each college semester. It's easy to get involved with your

Students' Union: drop by the Student Union office in the Maple building for an orientation, check out our web page, join a Union committee, study in the Student Union lounge, consign your old texts, work on campaigns to keep post-secondary education accessible or run for an executive position. To obtain a copy of the Union's Constitution and Bylaws please stop by the Union Office, Room 116 in the Maple Building. Get involved with your Students' Union and begin your adventure in the student movement!

Web Site: www.csu.bc.ca

Email: csu@capcollege.bc.ca

CAMPUS PUBLICATIONS

THE CAPILANO REVIEW

The Capilano Review is a tri-annual magazine of the arts, publishing poetry, fiction, visual art, and drama from all over Canada and the world. Since its inception in 1972 in the Capilano College Humanities Division, the magazine has been recognized seven times for excellence by the National Magazine awards, three times by the Western Magazine awards, once by the Journey Prize Awards, and has been cited by the Canadian Studies Association. *The Capilano Review* is published by the Capilano Press Society; it receives support funding from the Canada Council, the B.C. Arts Council, Capilano College, and the B.C. Gaming Commission. Subscriptions are \$25 for one year (three issues) or \$45 for two years. **The student rate for one year is \$15.** The Capilano Press Society welcomes donations to its Friends and Benefactors Program and to its endowment fund, both of which are tax deductible through The Capilano College Foundation. Write to: *The Capilano Review* c/o Capilano College. Telephone: 604.984.1712. Fax: 604.990.7837.

Web site: www.capcollege.bc.ca/dept/TCR

Email: tcr@capcollege.bc.ca

STUDENT NEWSPAPER

The student newspaper at Capilano College is the *Capilano Courier*, published every other week. The *Courier* is run by an independent staff of students, autonomous from the student society and College administration.

Since the *Courier* is written, organized, and laid out on campus, there is always a need for help. Students are encouraged to take part in news and feature writing, reporting, editing, layout, photography, artwork, desktop publishing, graphic design, and advertising.

The *Courier* welcomes input from the entire College community. Classified ads (which are free to students, staff, and faculty), letters, and other contributions can be submitted to their offices.

GENERAL CAMPUS SERVICES

BOOKSTORE

Located in the southwest corner of the Birch Building, the Bookstore offers required and recommended texts, stationery, clothing and sundry items.

The first six weeks of classes, the Bookstore is usually open 8:30 a.m. to 8:30 p.m., Monday through Thursday; and 8:30 a.m. to 4 p.m. on Fridays. After six weeks, closing time changes to 6:30 p.m. but remains 4 p.m. on Fridays. Summer session hours are 8:30 a.m. to 4 p.m., Monday through Friday. The Bookstore accepts cash, Visa, MasterCard, Interac and cheques with proper ID.

For information regarding used books, please contact the Capilano Students' Union.

STUDENT STORE — CAP CORNER

The student store, located in the Library building, is operated by the Retail Marketing students.

The store serves as a teaching aid allowing students to put into practical use the skills they learn while in the classroom.

The store sells Capilano College sweatwear, school supplies, common pharmaceutical items, gifts, candy, snacks and cold drinks.

Special sweatwear orders for clubs, organizations, and various athletic teams can be arranged.

Hours of operation are Monday to Thursday from 10:15 a.m. to 4:15 p.m. during the spring and fall semesters. Occasionally the store is closed due to fieldtrips or exams.

PARKING

Pay parking is in effect 24 hours a day, seven days a week, all year.

Pay parking applies to all parking spaces at the North Vancouver campus, including all those on College roadways, and is strictly enforced.

Please Note:

Parking on Purcell Way is reserved for the residents of Purcell Way.

Northwest Boarding Kennels' pay parking lot is a private entity. Tickets/permits purchased from their lot are not valid for parking on College property and Capilano College tickets/permits are not valid on their property.

The following areas are not owned by the College and vehicles may park for free*:

- East side of Monashee, just north of Northwest Kennels is on District land and not under the College's pay parking program.

- Gravel road north of Parking Lot 4 (east to west between Monashee and upper Lillooet Road).
- Small area between Lillooet Road Entrance 2 and Parking Lot 3.
- Some areas of Lillooet Road allow parking. Observe signage in areas near driveways.

* There may be exceptions. Watch for signs.

The administration and operation of pay parking including permit sales, equipment, parking violation notices, courtesy notices and towing is handled by Imperial Parking Canada Corporation.

Phone: 604.983.7593

Fax: 604.990.7887

Fees for Pay Parking

- \$2/day: Daily tickets are purchased from pay stations located throughout the campus (2 x \$1 coins or 1 x \$2 coin)
- \$30/month (first day – last day)
- \$100/term (four calendar months)
- \$180/twelve months (September – August)

Monthly, term and yearly permits are purchased from Imperial Parking Canada Corporation located in the Arbutus Building, Room 030 (basement level).

The College reserves the right to adjust these rates without notice.

Pay parking permits are sold during the following times:

Each month during the first and last five business days: Monday through Friday 10:15 – 10:45 a.m., 12:15 – 12:45 p.m., and 2:15 – 2:45 p.m.

On all other days during the month:
Monday through Friday 12:15 – 12:45 p.m.

Additional extended hours will be available and advertised during rush periods at the beginning of Fall and Spring terms.

Car Pooling = Free Parking

Persons wanting to take advantage of car pooling may obtain application forms from the Purchasing Department located in Arbutus Building, Room 018 (basement level).

Registered groups of three or more individuals arriving and unloading at the same time, in one vehicle, in the designated parking area, will be provided with free parking.

Carpool ride matching is available online at:
www.carpool.ca

LOST AND FOUND

Students may inquire about lost or found items at the Checkout counter of the Library.

FOOD AND BEVERAGE SERVICE

The Food Court (located main floor, Birch building)

Hours of Service: (when classes are in session)

Monday to Thursday: 8 a.m. – 8:30 p.m.

Friday: 8 a.m. – 3:00 p.m.

Saturday: 8 a.m. – 2:30 p.m.*

The Specialty Coffee Bar (located in the Food Court)

Hours of Service: (when classes are in session)

Monday to Thursday: 7:00 a.m. – 2:00 p.m.

Friday: 7:00 a.m. – 12:00 p.m.

Cedar Building Kiosk (Cedar building, 1st floor)

Hours of Service: (when classes are in session)

Monday to Thursday: 8:00 a.m. – 2:30 p.m.

Friday: Closed

Fir Building Kiosk (Fir building, 2nd floor)

Hours of Service: (when classes are in session)

Monday to Thursday: 8:00 a.m. – 3:30 p.m.

Friday: 8:00 a.m. – 3:00 p.m.

Vending services are available throughout the campus.

Catering services for meetings or other on-site occasions are also available. Contact the Director of Food Services at 604.984.4970.

* *May be altered with notice.*

College Policies

STUDENT RIGHTS AND RESPONSIBILITIES

Capilano College recognizes a set of student rights and holds students responsible for their understanding and conduct in view of College policies, rules and regulations.

Student Rights

You are entitled to have your rights respected by fellow students, faculty, staff, administrators and other persons associated with the College. In addition to your rights guaranteed under the Canadian Charter of Rights, you have the right to:

1. a healthy and safe learning environment free from harassment and discrimination.
2. the confidentiality of information regarding all student records and grades unless you consent in writing to its disclosure. You also have a right to ethical behaviour from College personnel who have access to your student records.
3. seek redress through appropriate College committees for any potential infringement of your rights, according to the procedures in effect at the College.
4. access to documents contained in your student records, and to add pertinent comments or documents as appropriate.
5. be informed in advance of the basic content and general procedures of a course and to be sure that the course will not change substantially after registration. You also have the right to receive at the beginning of a course a written outline and to receive written notification of changes in the course outline. The course outline normally will include course objectives, teaching methods, evaluation system, and due dates and late penalties for major assignments.
6. reasonable access to information on program and graduation requirements, academic regulations, and university admission.
7. be notified of class cancellations as soon as possible and to expect that classes will start and end on time.
8. be informed of your performance on occasions spaced throughout the semester.
9. have your instructor keep designated office hours.
10. review any of your examinations and major course assignments up to the beginning of the following semester.
11. retain intellectual property concerning your assignments, essay, theses, and other written work.

Student Responsibilities

It is your responsibility to acquaint yourself with course outlines, content, evaluations and methodology. You are also responsible for conducting yourself in a reasonable manner and in accordance with College policies as set out in the Calendar. You are responsible for:

1. inquiring into the availability of your instructors (time and place).
2. communicating with instructors and/or counsellors in order to solve any of the problems that you may encounter.
3. attending classes and being punctual.
4. submitting your assignments in the required format to your instructors within the deadline; or, if you cannot do so, for making other arrangements with the agreement of the concerned instructor.
5. being familiar with the information contained in the course outlines and for seeking from your instructors clarification of any areas of concern.
6. undertaking to complete course requirements as described in the course outline and to observe deadlines and schedules contained therein.
7. discussing any dissatisfactions with the instructor concerned before attempting further redress through appropriate College channels.
8. respecting the rights of students, faculty, staff, administrators and other persons associated with the College.
9. respecting other people's health and their right to security and dignity.
10. adhering to College policies including:
 - a) cheating and plagiarism;
 - b) improper behaviour;
 - c) sexual harassment.

ACCESS AND ACCOMMODATION POLICY FOR STUDENTS WITH DISABILITIES AT CAPILANO COLLEGE

I. PREAMBLE

Capilano College recognizes the importance of providing access to learning opportunities for all. To this end, the College endeavours to provide access to courses and programs for applicants with disabilities and/or special education needs.

Capilano College is also committed to supporting the successful learning of students after they have been admitted. Following admission, the College will strive

to provide, within reasonable time and resource limits, access to a range of appropriate services which will assist students to meet their educational goals.

The approach chosen by Capilano College is one of self-advocacy and one in which each student takes personal responsibility for meeting his or her own needs. While primary responsibility for the provision of services to students with disabilities rests with the student and the Student Services and Foundation Programs Division, the supportive physical, academic, and social environment is the responsibility of the entire College.

II. INTAKE PROCEDURES FOR APPLICANTS WITH DISABILITIES

1. The Office of Disability Services is the identified first point of contact for all applicants with disabilities.

Timely contact with the Office of Disability Services will allow for an accommodation or classroom modification to be in place when classes begin. Applicants with disabilities must meet College and program admissions and eligibility criteria and provide current documentation to receive services as outlined in college calendars.

2. Applicants may be assisted with the following:

a) Completion of the Application process.

The Office of Disability Services provides information about the completion and submission of application forms and admissions procedures.

b) Development of an Educational Plan

The Office of Disability Services, in collaboration with the Advising Centre, helps applicants to select courses and programs in which they have a reasonable opportunity to succeed.

c) Development of an Accommodation Plan

The Office of Disability Services, in collaboration with faculty in various program areas, assists applicants to develop an accommodation plan which will serve them when they are accepted as students.

III. ELIGIBILITY FOR AN ACCOMMODATION AND SERVICES

1. Eligibility for Accommodation

- a) Eligibility for an accommodation is based upon the assumption that each student will be able to demonstrate an ability to benefit from the accommodation and services provided for him or her; attempting to ensure that such accommodation and services do not offer an advantage over other students.

- b) To be eligible for an accommodation through the Office of Disability Services, students are required:

- i) to be a qualified student who meets college eligibility and admissions criteria
- ii) to self-disclose the disability or condition for which accommodation is being requested, and
- iii) to provide evidence of the specific disability, through current psycho-educational or medical documentation, prior to an accommodation or service being arranged.

2. Identification of a Reasonable Accommodation or Service

- a) Through a consultative process, Disability Services seeks to identify and meet individual student needs and, in a timely fashion, to arrange for a reasonable accommodation and appropriate services.
- b) Although past recommendations provided in intake documents will be considered, the College reserves the right to decide which classroom accommodation is most reasonable and appropriate based upon:
 - i) evidence in the documents provided,
 - ii) the course or program in which the student is registered
 - iii) evidence of current service and accommodation needs
- c) A classroom accommodation, and any modifications or services will be determined by Disability Services personnel in consultation with the student and various faculty in specific departments and/or program areas.
- d) Once classes begin, students will be referred within the College for direct services and technical equipment provision.

3. Appeals Process for an Accommodation

- a) The Office of Disability Services will inform students that an accommodation review process is available.
- b) At any point during the first six weeks of classes, students may request an accommodation review by the Office of Disability Services.
- c) If a student and the Office of Disability Services cannot agree upon an appropriate accommodation, the Dean of Student Services and Foundation Programs will establish a review panel in keeping with College guidelines.
- d) The review panel will be comprised of one representative selected from each of the following: CCFA, OPEIU, Students' Union, and the Administration.

- e) The review panel will be chaired by the Dean of Student Services and Foundation Programs, who will cast the vote to break ties. The decision of the review panel is final.

STUDENT CONDUCT POLICY

To enhance their opportunities for educational success, the College expects all students to conduct themselves so as to help, not hinder, their fellow students, staff, and instructors in achieving their common goals.

1. Aims of this Policy

The College regards certain forms of conduct as improper and unacceptable and will deal with such behaviour following processes which regard both the rights and safety of the College community.

The purposes of this policy are:

- 1.1 To facilitate:
 - Creation of an environment conducive to learning and teaching
 - Development of a community based on civility and mutual respect
 - Respect for diversity and free intellectual inquiry
 - Respect for property
 - Maintenance of individual safety.
- 1.2 To ensure that violations of this Policy are dealt with in an equitable, unbiased and timely manner.

This policy does not cover behaviour which is subject of a complaint under the Sexual Harassment Policy or the Academic Policies of the College.

2. Appropriate Conduct

The College recognizes that most students make considerable sacrifices to be able to attend classes. To enhance their opportunities for success, the College expects everyone to conduct themselves so as to help, not hinder, their fellow students, staff, and instructors in achieving their common goals.

One of the most important of those goals is to develop the skill of critical thinking through the free expression and exploration of a wide range of ideas. This may involve challenges to students' and faculty's strongly held beliefs and values. As long as such challenges are clearly directed at ideas, and are not merely personal attacks on those who hold them, the College accepts and encourages them as part of the learning process.

Nothing in this policy shall be construed as to prohibit peaceful assemblies and demonstrations or reasonable expressions of free speech.

3. Improper Behaviour

Improper behaviour is defined as either disruptive behaviour or as threatening and dangerous behaviour.

4. Disruptive Behaviour

Some kinds of expression and behaviour do not further the learning process; they may become disruptive to all concerned and may hinder the College's basic purpose: to foster both learning and a constructive, positive attitude toward learning. Therefore, the College will not accept disruptive behaviour in any College-sponsored activities whether conducted on or off campus.

Disruptive behaviour may include but is not limited to:

- Speech or action that seriously distracts others from the task at hand, or the hindrance of others' work by failure to complete one's own work;
- Speech or action that is clearly not part of a learning process and that creates an atmosphere of hostility, intimidation, ridicule, or anxiety among other students, staff or instructors;
- Action that impedes the delivery of College services;
- Falsification of identification or provision of false information to any College employee or representative in the performance of his/her duties;
- Action that abuses College property and services by using them for unauthorized purposes;
- Excessive and unreasonable demand for attention or special treatment from faculty or staff, to the detriment of other students;
- Actions which are arguably violations of the B.C. Human Rights Code or municipal bylaws;
- Aiding, inciting, abetting or acting as an accomplice in the commission of any of the foregoing acts.

5. Threatening and Dangerous Behaviour

All members of the College community are expected to show respect for the College and its students and employees. Behaviour that is threatening or dangerous to others is unacceptable and will be dealt with quickly and firmly. The College will protect its students and employees against such conduct.

Threatening or dangerous behaviour may include but is not limited to:

- Assaulting, threatening, physically or verbally abusing or intimidating another member of the College community;
- Acting in a way which endangers the health, safety or well-being of others;
- Damage, misuse, or threat to, or the unauthorized removal of, College property or the property of students or College employees;
- Actions which are arguably violations of the Criminal Code of Canada;
- Aiding, inciting, abetting or acting as an accomplice in the commission of any of the foregoing acts.

6. Procedures — Student Improper Behaviour

College employees are governed by the Human Resources policies of the College. The following procedures and sanctions apply to students.

- 6.1 At their own discretion, employees who observe improper behaviour should intervene and deal with the situation. In class, the instructor may make such determination as appropriate.
- 6.2 All members of the College community who observe serious examples of improper behaviour outside of class should report these incidents with as much information as possible, including the names of witnesses, to the Dean responsible for Student Services who will deal with the incident and inform the complainant of any outcomes.
- 6.3 In minor examples of improper behaviour in class the instructor may consult with or refer the situation to the Coordinator, the Division Chair, a Counsellor or the Conflict Resolution Advisor. The instructor may also immediately employ the sanction described in article 7.1 of this policy.
- 6.4 If there are repeated minor examples of improper behaviour (i.e., after a student has been given two explicit warnings) in class or a major example of improper behaviour in class, the instructor should report the incident(s) to the Coordinator, Division Chair, and to the Dean responsible for Student Services.
- 6.5 In incidents of improper behaviour reported to the Dean responsible for Student Services, he/she will investigate the situation and may have recourse to the services of the Counselling department for mediation purposes or may request the aid of the Conflict Resolution Advisor.
- 6.6 Among the recourses available to achieve a mediated settlement of an improper behaviour issue are apology, restitution or community service.
- 6.7 When an incident of improper behaviour is particularly serious or when danger may exist to students or others, an instructor or supervisor of a College-sponsored activity has the prerogative to cancel the class or activity in progress.
- 6.8 If the Dean responsible for Student Services does not believe the incident(s) of improper behaviour can be successfully mediated or subject to conflict resolution, he/she may apply any of the sanctions outlined in articles 7.2 through 7.6 or recommend that the President apply the sanction outlined in article 7.7.
- 6.9 In determining a sanction to be applied, the Dean responsible for Student Services will consider whether a student has been previously involved in incidents of improper behaviour at the College.

- 6.10 When an incident of improper behaviour is particularly serious or when danger may exist to the student or others, the student may be immediately excluded from all classes and College services pending further investigation and resolution of the case.

7. Sanctions

- 7.1 Exclusion from a class — Requirement that a student immediately leave class.
- 7.2 Written reprimand — The student is advised in writing that further incidents of improper behaviour may result in more severe sanctions. Written reprimands will be kept on file by the Dean responsible for Student Services.
- 7.3 Probation — Conditional permission for a student to enrol or re-enrol in a course or courses. The terms of this measure will be provided to the student in a written communication.
- 7.4 Activity/Access Restriction — Restriction or exclusion of a student from certain College activities; restricted, or denial of, access to certain areas of the College or to the use of certain facilities or equipment. The terms of this measure will be provided to the student in a written communication, but should not be designed to inhibit a student's ability to complete course requirements.
- 7.5 Expulsion — Immediate exclusion of a student from one or more courses. The terms of this measure will be provided to the student in a written communication.
- 7.6 Refusal to enrol or re-enrol — Refusal of the College to enrol or re-enrol a student in a course, courses or a program. The terms of this measure will be provided to the student in a written communication.
- 7.7 Suspension from the College — Immediate exclusion of a student from all classes and College services. In future, the student will not be permitted to re-enrol in any course or program or take advantage of any College-sponsored activity or service. The terms of this measure will be provided to the student in a written communication.

8. Appeal Procedure

Individuals who wish to appeal may do so and be assured that the principles of natural justice will be observed, including the right for representation at all hearings.

- 8.1 All written communications informing the students of sanctions will outline the possible appeal procedure.
- 8.2 There is no appeal to the Dean's imposition of sanctions 7.2 and 7.3 or an Instructor's imposition of sanction 7.1.

- 8.3 Students who wish to appeal the Dean's imposition of sanction 7.4, 7.5 or 7.6 must make a written appeal to the Student Behaviour Appeals Committee within five working days after the imposition of the sanction.
- 8.4 The Committee is composed of one academic administrator plus one faculty member, one staff member and two students, elected by their respective unions, who each serve a one-year term. The committee is chaired by the Academic Vice-President.
- 8.5 Students who wish to appeal the President's imposition of sanction 7.7 must make a written appeal to the College's Board within ten working days after the imposition of the sanction.

SEXUAL HARASSMENT POLICY

1. Capilano College is committed to providing a working and learning environment that is free from sexual harassment. For the purpose of this policy, members of the College community include students, staff, faculty, and administrators. Capilano College abides by the Human Rights Act of British Columbia and the Canadian Human Rights Act and considers sexual harassment to be one of the eight prohibited grounds for discrimination under the B.C. statute. Actions contravening this policy may constitute grounds for a disciplinary response. All members of the College community have a responsibility to ensure awareness of, and adherence to this policy.
2. Sexual harassment is comment or conduct of a sexual nature, including sexual advances, requests for sexual favours, suggestive comments or gestures, or physical contact when any one of the following occurs:
 - a) the conduct is engaged in, or the comment is made by, a person who knows, or ought reasonably to know, that the conduct or comment is unwanted or unwelcome;
 - b) the conduct or comment has the effect of creating an intimidating, hostile or offensive environment, and may include the expression of sexist attitudes, language and behaviour;
 - c) the conduct or comment exploits the fiduciary relationship between students and employees of the College;
 - d) the conduct or comment is accompanied by a reward, or the express or implied promise of a reward, for compliance;
 - e) the conduct or comment is accompanied by reprisal, or an express or implied threat of reprisal, for refusal to comply;
 - f) the conduct or comment is accompanied by the actual denial of opportunity, or the express or implied threat of the denial of opportunity, for failure to comply.

This policy is not intended to infringe upon the ability of instructors to academically discuss issues of harassment, sexism and sexuality.
3. The College shall appoint a Conflict Resolution Advisor:
 - a) to serve as the first official College contact in allegations of sexual harassment; and
 - b) to provide a confidential advisory/information service to the parties involved in sexual harassment allegations; and
 - c) to make appropriate recommendations to the President's Advisory Committee on Sexual Harassment; and
 - d) to provide the College Community with information on the issue of sexual harassment and to lead the effort to educate the campus community on the Sexual Harassment Policy.
4. A President's Advisory Committee on Sexual Harassment comprised of representatives from the CCFA, OPEIU, Student Union and Capilano College administration shall:
 - a) review, from time to time, the effectiveness of the sexual harassment policy and procedures; and
 - b) make appropriate recommendations to the President; and
 - c) be available to the President for consultation regarding the selection of the Conflict Resolution Advisor, and the development of a list of mediators.
5. Notwithstanding this policy and its corresponding procedures, the complainant shall, at his/her option, continue to have access to any applicable grievance and problem resolution procedures approved by the Board, or included in collective agreements, as appropriate; but a complainant may not concurrently pursue a particular sexual harassment complaint through these sexual harassment procedures if he/she pursues any other problem resolution procedure whether at common law, under statute or under any other College policy or collective agreement to which the College is a party.

PROCEDURES FOR ALLEGATIONS INVOLVING EMPLOYEES OF THE COLLEGE AND/OR STUDENTS OF THE COLLEGE

1. Complaints

A member of the College community who believes that she/he has a complaint of sexual harassment is encouraged to make a direct request of the harasser that the offensive behaviour or actions cease. If the request is unsuccessful, or if it is considered inappropriate, or uncomfortable to make such a request, the complainant may seek the confidential advice of the Conflict Resolution Advisor

2. Consultation with Conflict Resolution Advisor

2.1 The Conflict Resolution Advisor will assist all parties involved in allegations of sexual harassment, in determining the basis, if any, for a complaint of sexual harassment; in formulating the complaint and/or response; and by explaining the options available through College policy or collective agreements. With the written agreement of the complainant, the Advisor may discuss the complaint with the alleged harasser (the respondent) in an effort to reach a mutually acceptable resolution without recourse to formal procedures.

2.2 Following consultation with the Conflict Resolution Advisor the complainant has the following options:

- a) to proceed to mediation;
- b) to proceed to formal administrative action;
- c) not to take further action.

If the complainant decides to take no further action, the Advisor will not proceed and the matter will be closed.

2.3 If the matter becomes the subject of any other problem resolution procedure, including the subject of a charge laid pursuant to the Criminal Code of Canada, the Advisor shall not take any further action until the other process has been concluded and further action is requested by the complainant.

3. Mediation

If a complainant wishes to proceed to informal mediation, the following shall occur:

3.1 The complainant must provide the Advisor with a written complaint giving details of the alleged sexual harassment as defined in Section 2 of the Sexual Harassment Policy, including dates, times, places, names of individuals involved in the incident(s), names of any witnesses and any other relevant information.

3.2 Within five working days from the date of receipt of the written complaint, the Advisor shall inform the respondent of the allegation(s) and shall provide the respondent with a copy of the written complaint.

3.3 Within ten working days of the action in 3.2 above, the Advisor shall, if the respondent agrees, select a mediator from a list of potential mediators and shall receive agreement of the choice of mediator from both the complainant and the respondent. The mediator chosen must be unbiased and independent of both parties. The list of mediators shall be established by the President following consultation with the President's Advisory Committee on Sexual Harassment and the Conflict Resolution Advisor.

3.4 Within a period of thirty working days from the date of appointment of the mediator under 3.3 above, the mediation process shall be concluded. The options for resolution shall be of a voluntary or informal nature and shall not include the power of formal administrative action such as discipline. If resolution is achieved as a result of mediation, a written copy of the resolution shall be signed by the complainant and the respondent. A copy of the written complaint, the mediator's report and the resolution shall be maintained by the Advisor in a confidential file for a period of six years from the date of mediation and shall be destroyed thereafter.

4. Formal Administrative Action

4.1 The complainant or the respondent may proceed to formal administrative action in the following circumstances, and within the time limits indicated, by notifying the Advisor in writing:

- a) if the respondent or the complainant does not agree to participate in informal mediation, within ten working days of the rejection of mediation;
- b) if informal mediation does not resolve the dispute, within ten working days of completion of the mediation process.

4.2 If formal administrative action is invoked the following shall occur:

4.2.1 The Advisor shall forward a copy of the written complaint to the President who will forward it to the appropriate senior administrator.

4.2.2 Within five working days of the action in 4.2.1 above the senior administrator shall inform both parties, in writing, of the receipt of the complaint, provide a copy of the written complaint if it has not already been made available pursuant to the informal mediation procedure, and invite

- a written response from the respondent within ten working days. The complainant shall be invited to deliver a written reply to the response within five working days after a copy of the response has been received by the complainant.
- 4.2.3 The senior administrator shall review the complaint or arrange for such review by an experienced fact finder. This process shall involve interviews with the complainant and with the respondent and, if required, with any witnesses. If a fact finder is chosen he or she shall report to the senior administrator concerned. This process shall be completed within 15 working days of receipt of the documents under 4.2.2 above.
 - 4.2.4 The complainant and the respondent may each be accompanied by a person of their choice when interviewed by a fact finder.
 - 4.2.5 Within ten working days of the conclusion of the review under 4.2.3, the senior administrator will submit a report on the allegation to the Director of Employee Relations. Such report may include the senior administrator's conclusions as to whether sexual harassment has occurred. Copies of that report will be provided to the complainant and the respondent. Within ten working days of receipt of the report of the senior administrator the Director of Employee Relations will submit a recommendation to the President. Such recommendation may range from complete exoneration of the respondent to disciplinary action in accordance with established policies and procedures and may include proposals for remedial or preventive action.
 - 4.2.6 Within 20 working days of receipt of the recommendation of the Director of Employee Relations the President will make a decision and shall advise the parties in writing with copies to the Conflict Resolution Advisor and senior administrator involved.
 - 4.2.7 In cases where a senior administrator is accused of sexual harassment the President will act as the appropriate senior administrator as contemplated in 4.2.1.
 - 4.2.8 Reasonable efforts will be made to protect the complainant from any subsequent harassment, discrimination, or reprisal which might arise as a result of the complaint.
5. **Records**
 - 5.1 The Conflict Resolution Advisor shall maintain his/her records, including the President's final decision, under this procedure in the strictest confidence.
 6. **Other Policies and Agreements**
 - 6.1 The application of the Sexual Harassment Policy and Procedures may be modified in specific instances, as is reasonably necessary, by the terms of existing College employment policies and collective agreements.
 7. **Amendments**
 - 7.1 No changes will be made to the Sexual Harassment Policy and Procedures without consultation with the appropriate faculty, staff, administrative and student organizations.

CHEATING AND PLAGIARISM POLICY

1. **Definitions**
 - 1.1 Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage.
 - 1.2 Plagiarism is the presentation of another person's or source's words and/or ideas as if they were one's own. It ranges from an entire assignment which is not the student's own work to specific passages within an assignment taken from a source without acknowledgement.
2. **Responsibility for Knowledge of Proper Academic Practice**
 - 2.1 Students are responsible for ensuring that they understand and follow the principles of proper documentation and scholarship. If in doubt about these matters, students should consult their instructor, the Writing Centre or the Library.
3. **Responsibility for Development and Administration of Policy**
 - 3.1 Departments or divisions may develop their own sanction for first cases of cheating and plagiarism or may refer students to College Policy (See this Policy 5.1, 5.2). Departments or divisions must inform students of the applicable sanctions.
 - 3.1.1 Departmental or division policies on cheating and plagiarism will be reviewed by the Education Council.
 - 3.2 Second incidents of cheating or plagiarism, or first incidents deemed by a department/instructor to be particularly serious, will be dealt with according to the College policy.

4. Informing Students

- 4.1 Students will be provided with a copy of the College Policy on Cheating and Plagiarism.
- 4.2 All course outlines must provide students with a clear definition of cheating and plagiarism and a statement of sanctions for cheating and plagiarism which the department/instructor may apply.

5. Procedure

- 5.1 Before assigning a grade to an assignment which is suspected as resulting from cheating or plagiarism, an instructor may require the student to take an oral examination on the content of the assignment.
- 5.2 If an instructor or department determines that a student has cheated or plagiarized, the instructor may impose a sanction ranging from a failing grade for the assignment to a failing grade for the course.
- 5.3 If it is determined that cheating or plagiarism has taken place, the instructor will inform the student in writing of the reasons for applying sanctions and will indicate that the Dean responsible for Student Services will be informed of the instructor's decision.
- 5.4 A record of all cheating or plagiarism cases, with appropriate documentation, will be kept in the office of the Dean responsible for Student Services for five years.
- 5.5 The Dean responsible for Student Services will review the case of all students who are reported to have cheated or plagiarized on a second or subsequent occasion or in first incidents deemed by a department/instructor to be particularly serious.
- 5.6 The Dean responsible for Student Services may impose or recommend imposition of the following sanctions, singly or in combination, for a first incident deemed to be particularly serious or for a second or subsequent incident:
 - 5.6.1 Notice of the incident(s) placed in the student's file. The length of time such a record is to be maintained in the file will be specified.
 - 5.6.2 Probation — Conditional permission for a student to enrol or re-enrol in a course or courses. The terms of this measure will be provided to the student in a written communication.
 - 5.6.3 Expulsion — Immediate exclusion of a student from one or more courses. The terms of this measure will be provided to the student in a written communication.

- 5.6.4 Refusal to enrol or re-enrol — Refusal of the College to enrol or re-enrol a student in a course, courses or program. The terms of this measure will be provided to the student in a written communication.
- 5.6.5 Suspension from the College — Immediate exclusion of a student from all classes and college services. In future, the student will not be permitted to re-enrol in any course or program or take advantage of any college-sponsored activity or service. The terms of this measure will be provided to the student in a written communication.
- 5.7 When the Dean proposes to invoke a sanction for a first incident deemed to be particularly serious or for a second or subsequent incident, the student involved will be interviewed by the Dean before a decision is made.
- 5.8 For a first incident deemed to be particularly serious or for a second or subsequent incident, the Dean may invoke sanctions 5.6.1 through 5.6.4 or may recommend that the President invoke sanction 5.6.5.
- 5.9 Appeals of the Dean's decision to impose sanctions 5.6.1 through 5.6.4 for cheating or plagiarism must be made in writing to the College Academic Vice-President within ten working days after the imposition of the sanction.
- 5.10 Appeals of the President's sanction 5.6.5 must be made by written appeal the College's Board within ten working days after the imposition of the sanction.
- 5.11 Appeals made under 5.9 or 5.10 may include the imposition of a sanction and/or the extent of a sanction.

COPYRIGHT POLICY

Terms

1. Capilano College will seek to ensure that its employees are aware of the terms of the Canadian Copyright Act and will take all reasonable steps to ensure that its employees do not violate the law.
2. Printed matter, computer software, television programs, or any other copyrighted or patented material for which the rights are not owned by the College or a College employee or for which the rights are not in the public domain *shall not be reproduced* without the written permission of the owner of those rights unless the use falls into the "fair dealing" category of the Canadian Copyright Act. It is understood that the reproduction of all or a substantial portion of any copyrighted work is *not* permissible under the "fair dealing" clause even for private study, research, criticism, review, or educational purposes.
3. College equipment, services, or other resources shall not be used to support infringement of copyright.

Procedures

1. Employees wishing to reproduce copyrighted materials shall be responsible for obtaining, in writing, permission to do so.
2. Upon request the Library will undertake to negotiate copyright clearance on behalf of departments for materials to be used in the classroom. Costs associated with the clearance and a service fee of \$20.00 per request will be charged back to the requesting department.
3. A "Request for Copyright Waiver" form shall be submitted to the Library for each such request. Upon completion of the services the Library will notify the requestor of the results and a *Requisition for Library Services* form itemizing costs will be sent to the department's coordinator for authorization of funds transfer from the requesting department to the Library.
4. The authorizing signature for materials to be printed or duplicated by the College's Print Shop will certify that the material is free from any copyright infringement. Permission notices will be included where applicable.
5. The Library will accept copies of periodical articles, excerpts from books, or sound cassettes for the reserve collection, but will immediately request permission from the copyright holder to do so. If refused, the article will be removed and returned to its requestor. Where available, publishers' reprints will be purchased.

6. The Library will not record off-air any program for which permission to do so has not been obtained. Faculty may not use in a classroom setting video or audio programs taped off-air at home or rented from a home-use video outlet.
7. All material to be included in an audio-visual production will be free of copyright restriction or permission will be secured. This includes the use of print, graphic and audio material as well as the recording of a performance of a work covered by copyright.
8. Employees shall not use unlawfully duplicated computer programs for instructional or administrative purposes.

MISUSE OF COMPUTER SYSTEM POLICY

The misuse of a computer system (such as unauthorized access to other computer accounts or unauthorized use of system software) is not only unfair to other students but can result, at the instructor's discretion, in suspension of the offender's computer access in a course, which may result in an F grade. Repeated offences may result in a permanent revoking of all computer privileges.

Governance and Administration

CAPILANO COLLEGE BOARD

The Capilano College Board, established in conformity with the College and Institute Act, consists of 15 members, including eight appointed by the Minister of Advanced Education, two elected from the College community, one ex-officio member drawn from the administrative group, the president of Capilano College, and the chair of the College's Education Council. These members serve as trustees of the College.

The Board is responsible for governing the College, and in that capacity determines the policy by which the College operates and reviews the performance of the College and its component parts. Traditionally, the Board meets monthly to fulfil its statutory responsibilities and to conduct its general business.

Donnaleen Miller, Chair
Barbara Howard, Vice-Chair
Tom Adair
Diane Blaney
Shannon Byrne
Magdalena Carrasco
Daryl Collier
James Cooke
Richard Davies
Alexandra Hansen
Greg Lee
Paul Mier
Jennifer Nordstrom
Nancy Stibbard
John Webster

EDUCATION COUNCIL

Education Council, established in conformity with the College and Institute Act, is the advisory body to the College Board on major institution-wide issues and educational policy. Voting members on Education Council include 10 faculty members (elected by faculty), four students (elected by students), two support staff (elected by support staff), and four education administrators appointed by the College president.

Two-Year Terms, Faculty

One vacancy
David Bates
Diane Blaney
John Brownlee-Baker
Frank Harris
Annette Lorek
Paul Mier (Chair)

Ruth Scheuing
Doug Tait
Yolande Westwell-Roper

One-Year Term, Students

Alexandra Hansen
Melissa Sandhar
Kimberley Spademan

Two-Year Terms, Support Staff

Suzanne Norman
Lynne Somerville

Education Administrators

Jim Cooke
Bill Gibson
Carol McCandless
Itidal Sadek

Ex-Officio Members

Tom Adair
Magdalena Carrasco
Wayne Henry
Greg Lee
Susan Watson

CAPILANO COLLEGE FOUNDATION

The Capilano College Foundation was formed in 1970 to build community support for Capilano College. As a volunteer community organization established under the Societies Act, the Foundation raises and administers funds to assist students and enhance the development of a well-balanced learning environment. For information, or to make a tax-deductible contribution, contact: Capilano College Foundation, Capilano College, 2055 Purcell Way, North Vancouver, B.C. V7J 3H5. Telephone: 604.984.4983; Fax: 604.990.7880; E-mail: fdn@capcollege.bc.ca.

ADMINISTRATION

President

Greg F. Lee, B.Sc., M.Sc., PhD

Vice-President, Academic Affairs

William Gibson, BA, PhD, Dip. Ed

Dean of Arts

Dorothy Jantzen, BA, MA

Dean of Business

Catherine Vertesi, MBA

Dean of Human Services, and International Education

John Potts, BA, MPA

Dean of Science and Media Technology

Carol McCandless, BA, MA

Dean of Student Services and Foundation Programs

James E. Cooke, BA, MA

Athletics and Recreation

Joseph Iacobellis, BPE, MPE
Manager

Child Care Centre

Janet MacDonald
Manager

College Foundation

Lana Robinson, BA
Director, Development
Executive Director, Capilano College Foundation

Computer Services

Steve Gallagher, BA
Director, Systems Development

Bill Green, B.ASc., M.Sc.
Director

Continuing Education

Lynn Jest, M.Ed.
Director

Facilities

Ian Robertson
Director, Buildings and Grounds

Financial Services

Mark Vernon, BA, CA
Vice-President, Finance and Administration

Alan Ng, B.Sc., CGA
Comptroller

Greg Gates, MCSD, CMA
Business Systems Architect

Carole Selig, CA
Manager, Project Accounting

Human Resources

Valerie Cochran, LL.B.
Vice-President, Human Resources

Cindy Rogers, BA
Manager, Human Resources

International Student Centre

Gary Henkelmann, B.Ed.
Manager

Planning and Institutional Research

Alan P.D. Smith, BA, MA
Executive Director

Regional Centres

Jean Bennett, BA
Manager, Sechelt

Casey Dorin, BA, BSW, MSW
Manager, Squamish

Registrar's Office

Itidal Sadek, B.Arch., B.Sc.
Registrar

Cheryl Helm, BA
Associate Registrar

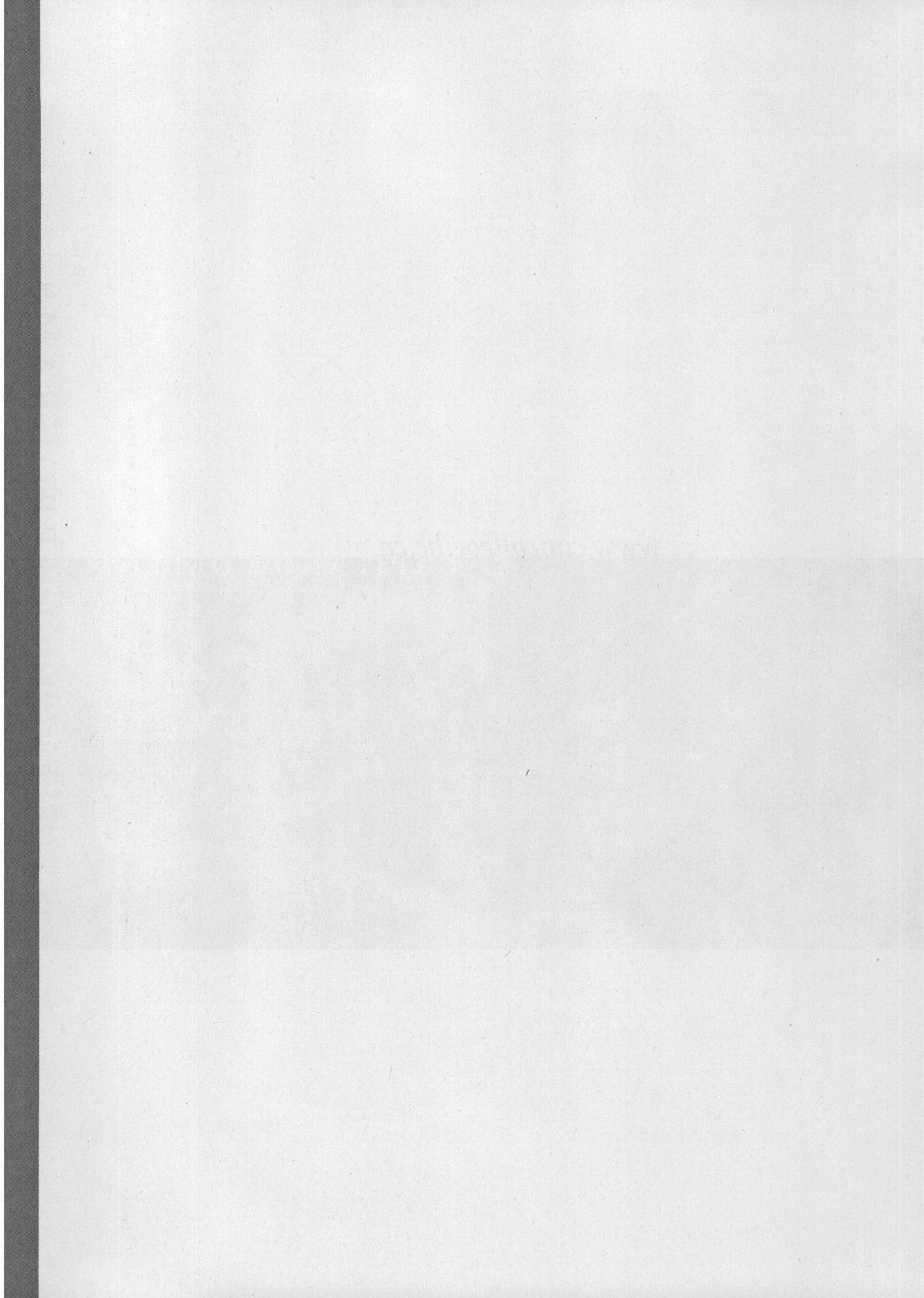
Supply and Services

David Brewer, RCPP
Director

www.capcollege.bc.ca

CAPILANO COLLEGE

Preparatory PROGRAMS



Preparatory Programs

Many students who enter Capilano College require preparatory courses to meet entry level requirements for a particular college program, or to upgrade their academic skills from basic literacy to the Provincial Level (regular or adult Dogwood Certificate).

Students who have been out of school for a number of years and want to resume their education often find that the Adult Basic Education program best meets their needs. Most courses in the program are self-paced and may be taken on a part-time basis. Full-time students attend classes in which they work up to five hours a day in the classroom with college instructors. In addition, some courses require independent study outside of class. The level of courses in the Adult Basic Education program ranges from Basic Literacy to Provincial (Grade 12) level. Many of the upper-level courses, taken alone or as part of a larger program of studies, will meet entry requirements for university transfer and career/vocational programs.

The preparatory courses which are offered by a number of departments at the College are designed to upgrade students who lack course prerequisites for university transfer and career/vocational programs. Many of these courses are taught in two-hour classes that meet twice a week for an academic term (15 weeks). In addition, considerable independent study is required outside of the formal instruction period.

Either the Adult Basic Education program or the preparatory courses offered in the University Transfer departments may satisfy the student's upgrading needs. Students should refer to the Adult Basic Education section of the Calendar or contact the program coordinator. For information on other preparatory courses consult the Advising Centre at 604.984.4990 (Birch Building, Room 238).

PRE-UNIVERSITY TRANSFER LEVEL COURSES

For students who do not have some of the course prerequisites for University Transfer or Career programs, the College offers the following pre-university transfer level courses.

Courses

- CHEM 030 — Introduction to Chemistry
- ENGL 010 — Language Skills
- MATH 091 — Introductory Algebra
- MATH 096 — Intermediate Algebra with Functions

CAREER ACCESS CENTRE

Faculty

- M. ACIMOVIC, BA (Belgrade), TESL Cert. (George Brown College), M.Ed. (OISE/UT)
- J. BENNETT, BA (SFU) (*Sechelt*)
- J. BROOKS, BA (SFU)
- M. FEIST, M.Ed. (UBC) (*Squamish*)
- C. HOPPENRATH, BA, M.Ed. (UBC)
- C. JUNG, BA, TESL Cert., MA (UBC)
- S. MURRAY, B.Ed. (TESL), MA (Applied Linguistics) (Concordia)
- J. MACDONALD, ECE Diploma
- J. ROSE, BA (Western), B.C. Teacher's Cert., M.Ed. (UBC)
- D. TWISS, BA, MA, (Guelph), B.Ed. (Nipissing)
- D. VOLLBRECHT, BA (Regina), Prof. B.C. Teacher's Cert. (UBC)
- S. WALLSTER, M.Ed. (Montana)

Contact

- North Vancouver Campus: 604.983.7573
- Sechelt Campus: 604.885.9310
- (Toll Free: 604.986.1911, local 5900)
- Squamish Campus: 604.892.5322
- (Toll Free: 604.986.1911, local 5800)

General Information

The Career Access Centre is a learning and resource centre for students on BC Benefits. Its purpose is to help BC Benefits recipients access college services and receive support during their time on campus. The program provides continuous intake tutoring and support for both full and part-time learners to begin their upgrading in a self-paced setting with English, math, computer, transition planning, and student success strategies. For those students who are parents of young children, the Family Focus program is available. Through the CAC students can bridge into the program of their choice as efficiently as possible and receive continued support as they move through their college program.

The Sechelt and Squamish campuses offer programs tailored to their particular needs. For information, contact the campus directly and ask for the IBT Project Manager.

Registration

Students are referred to the Project Manager before registration to establish an educational plan and confirm eligibility for the program. For more information, contact 604.983.7573.

COLLEGE SUCCESS STRATEGIES CREDIT COURSES

Faculty

R. D'HOLLANDER, B.C. Teacher's Cert., B.Ed., M.Ed. (McGill), CAS (Harvard)
 D. FRANKEL, BA (Concordia), M.Ed. (McGill)
 Y. McCOLL, BA (Simmons), M.Ed. (Harvard)
 S. MITCHELL, B.Sc.Ed. (N. Illinois), M.A. (UVic)
 A. PARRY, BA (York)
 K. PEARDON, BA (Univ. of Regina), M.Ed. (UBC)
 S. SOHI, MA (UBC)
 D. TWISS, BA, MA, (Guelph), B.Ed. (Nipissing)
 S. WALLSTER, M.Ed. (Montana)

Contact

For CSS. courses: 604.984.1744 (Counselling Department)
 For CSSF courses: 604.983.7577 (Foundations Department)

General Information

College Success Strategies courses are intended for students who wish to increase their learning efficiency and develop attitudes and skills that will help them to be successful students.

Courses

CSS. 100 — Academic and Personal Success Strategies
 CSSF 105 — Reading and Study Skills
 CSSF 110 — Reading Dynamics

Note:

Students may not take CSS. 100 and CSSF 105 in the same term.

ADULT BASIC EDUCATION

Please note: Offerings and procedures at the Sechelt campus and Squamish campus are slightly different. Contact the local ABE coordinator.

Faculty

D.J. ATHAIDE, B.Sc. (Hons.) (McGill), M.Sc. (UBC), B.C. Teacher's Cert.
 A. BELSHAW, B.Sc., UBC, MA (Princeton)
 D. BENTLEY
 J. BOXWELL, BA (SFU)
 T.R. BRAND, B.Sc.(SFU), B.Ed.(UBC), B.C. Teacher's Cert.
 M.C. CAIRNS, B.Sc. (Math) (Calgary), Alta. Teach. Cert.
 D. CAPON
 D. DHAMMI, B.Sc. (Hons.) Chemistry & Energy Studies (U. of Brighton), Cert. Teacher Training, England.

B. DRURY, B.Sc. (Brock)
 J. FIELD, B.Sc. (UVic), Ph.D. (University of Queensland)
 V. GIESBRECHT, BA (Western Washington U.), M.Ed. (UBC), B.C. Teacher's Cert.
 J. HIND, BA (1st Class Hons.) (SFU), MA (UBC)
 P. HODGSON, BA (Hons.), B.Ed. (Queen's) M.Ed. (UBC)
 L. JENSEN, B.Sc., B.Ed. (Calgary), B.C. Teaching Certificate
 C.B. MACLEAN, B.Ed. (SFU), M.Ed. (UBC), B.C. Teacher's Cert.
 G. NEWMAN, BA (Hons.), Post-graduate Certificate of Education (Leeds University), B.C. Teacher's Cert.
 J. PASS, BA (UBC), B.C. Teacher's Cert.
 J. RITCHIE, BA, MA, Adult Education (St. F.X.)
 J. ROSE, BA (Western), B.C. Teacher's Cert., M.Ed. (UBC)
 G.B. RUDOLPH, B.Sc. (UBC), B.C. Teacher's Cert., M.Ed. (UBC)
 C. SCHOEN, M.Ed. (McGill), BA (Carleton)
 S. TRUDEL, B.Sc. (Hons.), M.Ed. (U. of Ottawa)
 R. WEDEL, BA (SFU), B.C. Teacher's Cert.
 D. E. YOUNG, BA (SFU), SRN. (London), SCM. (Scotland), Dip.T.N. (London), MFA. (UBC)

Contact

Email: sdrzazgo@capcollege.bc.ca
 North Vancouver Campus: 604.983.7578
 Sechelt Campus: 604.885.9310
 Squamish Campus: 604.892.5322

General Information

The Adult Basic Education (ABE) program enables students to upgrade their knowledge of English, mathematics, biology, chemistry, earth sciences, physics, geography, history, social studies and computers. Students may select from one to five subjects, depending upon their educational and occupational goals. Students can pursue any of the following goals:

- preparation for employment
- personal desire to upgrade or refresh mastery of a subject
- secondary school qualifications demanded by employers
- vocational training (including apprenticeships)
- career training
- technical training
- academic studies (including college and university programs)

The program operates year-round, offering instruction in two-hour classes. Both self-paced and term-paced classes are offered. Placement in courses is based on pre-registration assessment of academic background.

Many students benefit by enrolling in ABE courses while registered in university transfer or career/vocational programs at the College.

Students who need more than four months to complete a course may re-register if they are attending and progress is satisfactory. Students who finish a course before the end of the term may immediately register for the next higher course in the given subject. High enrolment may necessitate limiting students to a maximum of three classes in a subject area.

Class times are as follows:

Morning classes: 8:30 a.m. and 10:30 a.m.

Afternoon classes: Monday and Wednesday – 12:30 p.m. and 2:30 p.m., Tuesday, and Thursday – 2:30 p.m.,

Friday – 1:30 p.m.

Evening classes: 7 p.m.

Admission Requirements

Students should be at least 18 years old and preferably out of the public school system for a minimum of one year. Exceptions will only be made with departmental approval. Students should apply at least three months prior to anticipated date of entry. Some students may be referred to the English as a Second Language Department as certain language restrictions do apply.

Registration

All students must attend an information session to be followed by a personal interview and assessment before registration in order to determine the course(s) or program which best meets their educational goals.

Regular attendance and satisfactory progress are conditions for re-registration in ABE courses. Students may be directed to other programs if their attendance and performance in ABE does not match their stated educational goals.

ABE Certificates & Diploma

The ABE program offers courses at four levels as outlined in the table:

The B.C. Adult *Dogwood Graduation Diploma*, issued by the Ministry of Education, Skills and Training, provides an alternate route for adults to achieve a Grade 12 standing to post-secondary institutions in B.C.

Intermediate & Advanced Certificates are issued by Capilano College and provide prerequisites for career and vocational programs throughout the province.

Fundamental level instruction provides basic reading and writing skills and number skills.

ABE certificates also satisfy most employers' requirements. Certain high school courses may qualify as transfer credit toward ABE certificates.

The program also offers instruction for students preparing for the General Education Development (Grade 12 equivalency) tests.

Advanced and Provincial level ABE courses may also be used for transfer credit towards a B.C. Regular or Adult Dogwood Certificate.

Courses	Fundamental	Intermediate	Advanced	Provincial Level
BENG	011 and/or 021*	031*	040 or 041*	052*
BSCI	021	033 and 034*		
BMTH	021*	033 and 034*	043 and 044*	053 and 054
BCHM			043 and 044	053 and 054
BESC			041	
BPHY			043 and 044	
BBIO			043 and 044	
BGEO				
BHST				
BSOC		031*	041	
BCMP	021	031	041	051 or 052

* Required for Certificate or Diploma

Advanced math is a requirement for B.C. Adult Dogwood Graduation Diploma. For further details please arrange an assessment/interview by phoning 604.983.7578.

Note: When courses are linked by "and", students need to take both courses to complete the level.

Not all courses are offered every term or at every campus

* Choose 2

* Choose 3 or any 2 **PLUS** an advanced Social Science

Courses

ENGLISH

- BENG 011 — Basic Literacy Level English
BENG 021 — Fundamental Level English: Writing Skills, Spelling and Word Attack
BENG 031 — Intermediate Level English
BENG 040 — Advanced Level English: Short Report Writing
BENG 041 — Advanced Level English: Advanced Report Writing
BENG 052 — Provincial Level English: Critical Reading and Writing

SOCIAL SCIENCES

- BSOC 031 — Intermediate Level Social Studies
BSOC 041 — Advanced Level Social Studies
BESC 041 — Advanced Level Earth and Environmental Sciences
BGEO 052 — Provincial Level Geography
BHST 052 — Provincial Level History

COMPUTER STUDIES

- BCMP 021 — Fundamental Level - Introduction to Microcomputers
BCMP 031 — Intermediate Level Computer Studies
BCMP 041 — Advanced Level Computer Studies
BCMP 051 — Provincial Level Computer Studies
BCMP 052 — Provincial Level Computer Science

MATHEMATICS

- BMTH 021 — Fundamental Level Mathematics
BMTH 033 — Introductory Algebra
BMTH 034 — Intermediate Algebra & Geometry
BMTH 043 — Advanced Algebra I
BMTH 044 — Advanced Algebra II & Trigonometry
BMTH 053 — Precalculus I
BMTH 054 — Precalculus II

SCIENCES

- BBIO 043 — ABE Advanced Biology I
BBIO 044 — ABE Advanced Biology II
BBIO 053 — ABE Provincial Biology I
BBIO 054 — ABE Provincial Biology II
BCHM 043 — ABE Advanced Chemistry I
BCHM 044 — ABE Advanced Chemistry II
BCHM 053 — ABE Provincial Chemistry I
BCHM 054 — ABE Provincial Chemistry II
BESC 041 — Advanced Level Earth and Environmental Sciences
BPHY 043 — ABE Advanced Physics I
BPHY 044 — ABE Advanced Physics II
BPHY 053 — ABE Provincial Physics I
BPHY 054 — ABE Provincial Physics II
BSCI 021 — Fundamental Level General Science
BSCI 033 — ABE Intermediate Science I
BSCI 034 — ABE Intermediate Science II

ADULT SPECIAL EDUCATION

A. ALTERNATIVE CAREER TRAINING PROGRAM (ACTP)

B. PRE-OCCUPATIONAL SKILLS TRAINING PROGRAM (POST)

Faculty

Terry BYRNES, MA (UVic)
Ron DAMON
Jann GIBBS, RSW.
Priscilla STANBURY, BA (UBC), Cert. of Ed.
(London) RSA Literacy Cert. (London)
Laverne THOMPSON, M.Ed. (Lesley College)
Denise CORSCADDEN, LLB (Queen Mary College,
University of London)

A. ALTERNATIVE CAREER TRAINING PROGRAM (ACTP)

Contact

Terry Byrnes, Coordinator
Tel: 604.984.1711
E-mail: tbyrnes@capcollege.bc.ca

General Information

The Alternative Career Training program is an employment exploration program with a unique focus and approach. The program is based on a developmental perspective and is committed to working with young adults with special learning needs. Students are educated to accept the responsibilities of independent living as young adults, as well as the demands of competitive entry-level employment, and will be able to address social or emotional issues which could act as barriers to employment. The ACT program combines in-class instruction with practical work experience, emphasizing the development or maintenance of skills which may be used in employment situations. Students meet with faculty to discuss an individual course plan that best fits their needs. Personal goals will be set and monitored throughout the year.

Student Profile

Students who will find the ACT program beneficial are learning or developmentally delayed, as well as individuals who have physical disabilities that still allow them to meet employment requirements. In addition, they may present any or all of the following characteristics:

- difficulty grasping academic information (for example, mathematical problem solving, reading print, writing);
- persons with a disability.

Students who will obtain the most benefit from the ACT program are those who have reached a moderate level of independence (i.e. they are responsible for self-

care; they travel independently locally; they have had some work or volunteer experience; they can articulate several areas of interest or a willingness to try various work sites).

Admission Requirements

The ACT Foundations program is in session for eight months (two terms). Classes are offered for nine weeks, with community work/volunteer practicums offered for an additional six weeks in the fall term. During the spring term, classes will be held for six weeks with an additional nine weeks of work/volunteer practicums. Entry is by referral and interview. Students may combine their in-class work with self-selected volunteer or employment training sites based upon aptitude, attitude, ability and interest.

Each candidate is interviewed by the program faculty, and a maximum of 13 students will be admitted. Students may be accepted for a second year by faculty permission.

Appointments for interviews take place between January 15 and April 15, with interviews and letters to the successful candidates sent by May 30.

Outcome: Certificate in the Alternative Career Training Program

PROGRAM REQUIREMENTS		Course Credits	Required Credits
Required Courses:			24.00
ACTP 001	Job Search and Maintenance Techniques	3.00	
ACTP 002	Occupational Preparation and Safety in the Workplace	3.00	
ACTP 005	Visual and Print Communication Skills	3.00	
ACTP 006	Leisure Education	3.00	
ACTP 007	Consumer Preparation	3.00	
ACTP 008	Interpersonal Communications	3.00	
ACTP 009	Work Experience	6.00	
Total Program Credits			24.00

B. PRE-OCCUPATIONAL SKILLS TRAINING PROGRAM (POST)

Contact:

Terry Byrnes, Coordinator
Tel: 604.984.1711
E-mail: tbyrnes@capcollege.bc.ca

General Information

The Pre-Occupational Skills Training program provides both technical knowledge and personal and practical skills training through a combination of classroom theory and on-the-job experience. To provide the practical training we have teamed up with

a number of leading retail and service businesses that are offering on-the-job experience. Areas of specific training include customer service, oil and lube, fork lift operation, and transportation detailing. Class instruction emphasizes the development and maintenance of skills, which may be used in employment situations – students will meet with faculty to discuss an individual plan to set personal goals that will be monitored throughout the program.

Student Profile

Students who will find the POST program beneficial are those with disability issues which may include learning disabilities, physical disabilities and barriers to employment that still allow them to meet employment requirements.

Admission Requirements

The POST program is a combination of classroom instruction and practical application in the community. Practical applications take place in industry work sites throughout the program duration and constitute 50% of the program.

Entry is by referral and interview. Candidates are interviewed by the program faculty and a maximum of 12 students will be admitted.

Outcome: Certificate in the Pre-Occupational Skills Training Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			23.00
OCTR 001	Occupational Aptitudes and Strategies	2.00	
OCTR 002	Occupational Health and Safety	3.00	
OCTR 003	Employability Skills	4.50	
OCTR 004	Customer Service	4.50	
OCTR 005	Occupational Training	9.00	
			23.00
SECOND TERM		Course Credits	Required Credits
Required Courses:			0.00
OCTR 005	Occupational Training	Continued	
			0.00
Total Program Credits			23.00

ENGLISH AS A SECOND LANGUAGE

Faculty

- M. ACIMOVIC, BA (Belgrade), TESL Cert. (George Brown College), M.Ed. (OISE/UT)
- J. ACOSTA, BA (UC, Berkeley), E.S.L. Cert. (San Francisco State U.), Ontario Professional Teaching Certificate
- D. BOUVIER, BA (London School of Economics), PGCE Postgraduate Certificate in Education (London University), MA (UCSD), B.C. Professional Teaching Certificate
- L. CECHINI, BA (SFU), MA (San Diego State U.), Dipl. Educ. (McGill)
- E. CHANG, BA (Calgary), M.Ed. (UBC)
- N.J. COLLINS, BA (London), MA, Professional Teaching Cert. (UBC)
- J. FARNAN, BA (Hons.) English (SFU), PDP B.C. Professional Teaching Cert. (SFU), M.Ed. (UBC)
- S. HALSALL, BA (SFU), MBA (McGill)
- C. HOPPENRATH, BA, M.Ed. (UBC)
- W. HUGHES, BIS (Waterloo), MFA. (UBC), TESL Cert. (VCC)
- D. JOHNSTONE, BA, MA, TESL (American University in Cairo)
- C. JUNG, BA, TESL Cert., MA (UBC)
- R.E. MERCURY, BA (Hons.) (Univ. of Western Ontario), M.Ed. (McGill)
- C. OSTLER, BA (UVic), MA TESL (UBC)
- L. POLLARD, BA, MA (UT), TESL Cert. (George Brown College)
- M. REAGH, BA (Dalhousie University, King's College), MA TESOL. (SIT Vermont), Vermont Professional Teaching Certificate
- J. RITCHIE, BA, MA Adult Education (St.F.X.)
- A. SEDKY, BA, MA, Ph.D. (Ain Shams University)
- H. SLOAT, BA (Queen's), TESL Cert. (UVic), MA – TESL (Concordia)
- D. SMITH, BA, M.Ed. (UBC)
- A. SOUZA, BA, MA (UBC)
- E. WITKOWSKI, MA (Jagiellonian), B.C. Professional Teaching Cert.
- S. ZAPPA-HOLLMAN, MA (UBC)
- L. ZHANG, BA, MA, (Nanjing), M.Ed. (U. of Alta.), B.C./Alberta Professional Teaching Cert.

Contact

Tel: 604.984.4971
Fax: 604.984.1718
E-mail: esl@capcollege.bc.ca

General Information

English as a Second Language (ESL) courses offer landed immigrants and international students a variety of Intermediate, Advanced and College Preparatory English courses to help them improve their compe-

tency in English for work, daily life, and post-secondary study. Courses cover reading, writing, grammar, speaking and listening skills.

ESL courses are offered part-time and full-time.

Admission Procedures/Requirements

Application

Application for Admission forms are available from the Registrar's Office.

Applications and supporting official transcripts and documents should be submitted to the Registrar's Office, by the following dates:

Fall Term (Sept. to Dec.): July 1

Spring Term (Jan. to Apr.): October 1

Summer Term (May to Aug.): February 1

Address all applications to:

Registrar's Office

Capilano College

2055 Purcell Way

North Vancouver, B.C.

Canada V7J 3H5

Telephone: 604.984.4900

Fax: 604.984.1798

Documents and Official Transcripts

Official records (grade reports, transcripts, etc.) of all secondary, post-secondary or equivalent education must be submitted with the application, whether or not the course of study has been completed. These records should indicate the individual courses studied and the marks or grades received. If official records are in a language other than English, certified English translations and the original documents must be provided. Replaceable documents submitted in support of an application become the property of the College and will not be returned. Other documents will be returned, upon request.

If any document is in a name different to that under which application is made, proof of change of name (marriage certificate, court order, etc.) is required.

Application Fee

Canadian citizens or permanent residents: A non-refundable fee of \$20 and a \$25 document evaluation fee must accompany your Application for Admission.

International students: A non-refundable fee of \$100 (Canadian funds) must accompany your Application for Admission.

Please Note: Fees are subject to change without notice.

Admission

Once all documents and records have been received, we will consider your application. If you are admitted, the College will send you an official letter of admittance by mail.

English Language Requirements

Canadian Citizens and Landed Immigrants

Once students are accepted, they will be contacted by the ESL Department to come in and write the ESL placement test. Students who wish to enrol in ESL as well as other courses in University Transfer, Career, Vocational, or Adult Basic Education should refer to the General Information – Admission section in this Calendar.

International Students

For the English as a Second Language (ESL) program the College requires *one* of the following:

- a valid English Language Assessment (ELA) test score of a minimum of 60 *or*
- the ESL Department Placement Test.

International students are strongly encouraged to register in the full-time ESL program described below in order to obtain the utmost benefit from their experience at Capilano College.

Courses Offered — Intensive Program

These full-time courses are mainly intended for International students. Other students will be allowed to register if space is available.

Upper Beginner	ESLF 020	(15 credits)
Lower Intermediate	ESLF 030	(15 credits)
Upper Intermediate	ESLF 040	(15 credits)
Lower Advanced	ESLF 050	(15 credits)
Upper Advanced	ESLF 060	(15 credits)
College Preparation	ESLF 070	(12 credits)

These are full-time intensive ESL courses which cover all skills: speaking, listening, pronunciation, grammar, writing, reading and vocabulary building. Students attend class 20 hours a week.

Courses Offered — Regular Program

	<i>Speaking & Listening</i>	<i>Reading & Vocabulary</i>	<i>Writing & Grammar</i>
Lower Intermediate	ESL. 031	ESL. 038	ESL. 039
Upper Intermediate	ESL. 041	ESL. 048	ESL. 049
Lower Advanced	ESL. 051	ESL. 058	ESL. 059
Upper Advanced	ESL. 061	ESL. 068	ESL. 069
College Prep Level I	ESL. 071	ESL. 078	ESL. 079
College Prep Level II	ESL. 081	ESL. 088	ESL. 089
College Prep Level III	—	ESL. 098	ESL. 099

TOEFL

- ESL.066 — TOEFL Preparation I
ESL.076 — TOEFL Preparation II

Pronunciation Courses

- ESL.054 — Intermediate Pronunciation
ESL.074 — Advanced Pronunciation

For detailed information about each course, see Course Descriptions in the last section of this Calendar.

FIRST NATIONS COLLEGE PREPARATION PROGRAM

Faculty

- D. BENTLEY
B. MACHELLE, B.Ed. (UBC)
G. NEWMAN, BA (Hons.) Post-graduate Cert. of Education (Leeds University), B.C. Teacher's Cert.
J. ROSE, BA (Western), B.C. Teacher's Cert., M.Ed. (UBC), **Coordinator**
S. TRUDEL, B.Sc. (Hons.), M.Ed., University of Ottawa
D. TWISS, BA, B.Ed., MA

Advising

- P. SHANNON, M.Ed. (UBC), First Nations Advisor

Contact

- Judy Rose, Coordinator
Tel: 604.983.7578 or 604.983.7573
Fax: 604.984.1718
E-mail: jrose@capcollege.bc.ca

General Information

The First Nations College Preparation program has been developed at Capilano College's North Vancouver campus in cooperation with the First Nations of the College's region.

The objective of the program is to improve the participation and success rates of First Nations students who are making the transition to post-secondary institutions.

The design and content of the program offers a holistic educational experience that integrates social and educational aspects of successful college preparation. The program helps students to gain confidence at college by developing college life skills while gaining academic qualifications.

Outcome: Completion of First Nations College Preparation Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			11.00
BCMP ###	Computer Studies	2.00	
BENG ###	English	3.00	
BMTH ###	Mathematics/Algebra	3.00	
CSSF 105	Reading and Study Skills	3.00	
			11.00
SECOND TERM		Course Credits	Required Credits
Required Courses:			11.00
BCMP ###	Computer Studies	2.00	
BENG ###	English	3.00	
BMTH ###	Mathematics/Algebra	3.00	
CSSF 110	Reading Dynamics	3.00	
			11.00
Total Program Credits			22.00

Admission Requirements

Applicants should be at least 18 years of age, be of First Nations ancestry and have Grade 10 or equivalent. Placement in ABE courses is done through assessment and interview with the Coordinator. A Basic Skills Assessment is also required to assist education coordinators and College faculty in predicting success and providing academic supports.

How to Apply

All students must complete an Application for Admission form, available from the Registrar's Office at the North Vancouver campus. For application information, contact:

Judy Rose, Coordinator
Foundations Division, Capilano College
Birch Building, Room 344
2055 Purcell Way
North Vancouver, B.C.
V7J 3H5
Tel: 604.983.7578 or 604.983.7573
Fax: 604.984.1718

Applications must be submitted, together with the \$20 application fee and official copies of secondary and/or post-secondary transcripts to:

Registrar's Office
Capilano College
2055 Purcell Way
North Vancouver, B.C.
V7J 3H5

Registration

Students must participate in an assessment interview before registration in the program. This interview offers an opportunity to plan the program which will best meet the student's educational goals. Following the interview, the Coordinator will contact education coordinators to arrange registration.

Attendance

Due to the intense nature of the program, regular attendance is essential. The Coordinator distributes attendance and progress reports to education coordinators twice each term in order to provide both the students and the funding agents with ongoing feedback.

Fees

Fees are paid at the beginning of each term at registration.

SPEECH ASSISTED READING, WRITING AND MATH (SARAW and SAM)

Faculty

D. BENTLEY
L. FOSS, BA (Carleton), MA Counselling Psych. (Adler School of Professional Psychology)
D. KIRKBY, B.E.D. (Winnipeg)
R. WEDEL, BA (SFU), B.C. Teacher's Cert.

Contact

Lucas Foss, Coordinator
Tel: 604.983.7504
E-mail: lfoss@capcollege.bc.ca

General Information

The SARAW program, offered by the Foundations for Independent Living Department, offers literacy upgrading to students who have physical disabilities, limited or no speech and rely on the use of low technological communication devices such as Cannon communicators, Blissymbolic boards etc. Speech Assisted Reading and Writing (SARAW) offers an unprecedented range of opportunities to explore and address the literacy needs of this unique group of learners.

SARAW classes at Capilano College enable students to upgrade their literacy level using computers with adaptive, voice synthesized technology. SAM classes enable students to upgrade their basic numeracy skills using the same adaptive, voice synthesized technology.

Students set goals for each semester which are evaluated on an ongoing basis. Some examples of goals set by students are:

1. to learn to read personal correspondence independently
2. to improve the reading and understanding of employment related print material
3. to achieve high school equivalency.

These goals are personal in nature and represent the individual's own needs for literacy achievement. The accumulation of individual achievements may lead to formal higher education such as that offered by an Adult Basic Education program.

The classes are held over two semesters (fall and spring), offering students self-paced instruction in various time slots. Students must attend a minimum of 20 hours per week. Graduates have accomplished this through various combinations of:

1. in-lab instruction at the College
2. in-residence instruction
3. in-residence tutorials
4. independent in-residence time
5. independent lab time at the College.

Students registered in the class will have a complete SARAW computer station installed in their residence. SARAW can also be installed into a student's existing computer, provided it is a compatible system. This system will be on loan from Capilano College to the students for the length of their registration in the class.

The SARAW program uses trained tutors to assist students with the completion of course work as assigned by the instructor. As the type of tutorial assistance required by SARAW learners is unique, the department reserves the right to appoint specifically trained tutors to work with students registered in the class.

Students are encouraged to act in a mature, independent manner regarding decision making, transportation and completion of assignments. Transportation arrangements are the responsibility of the student.

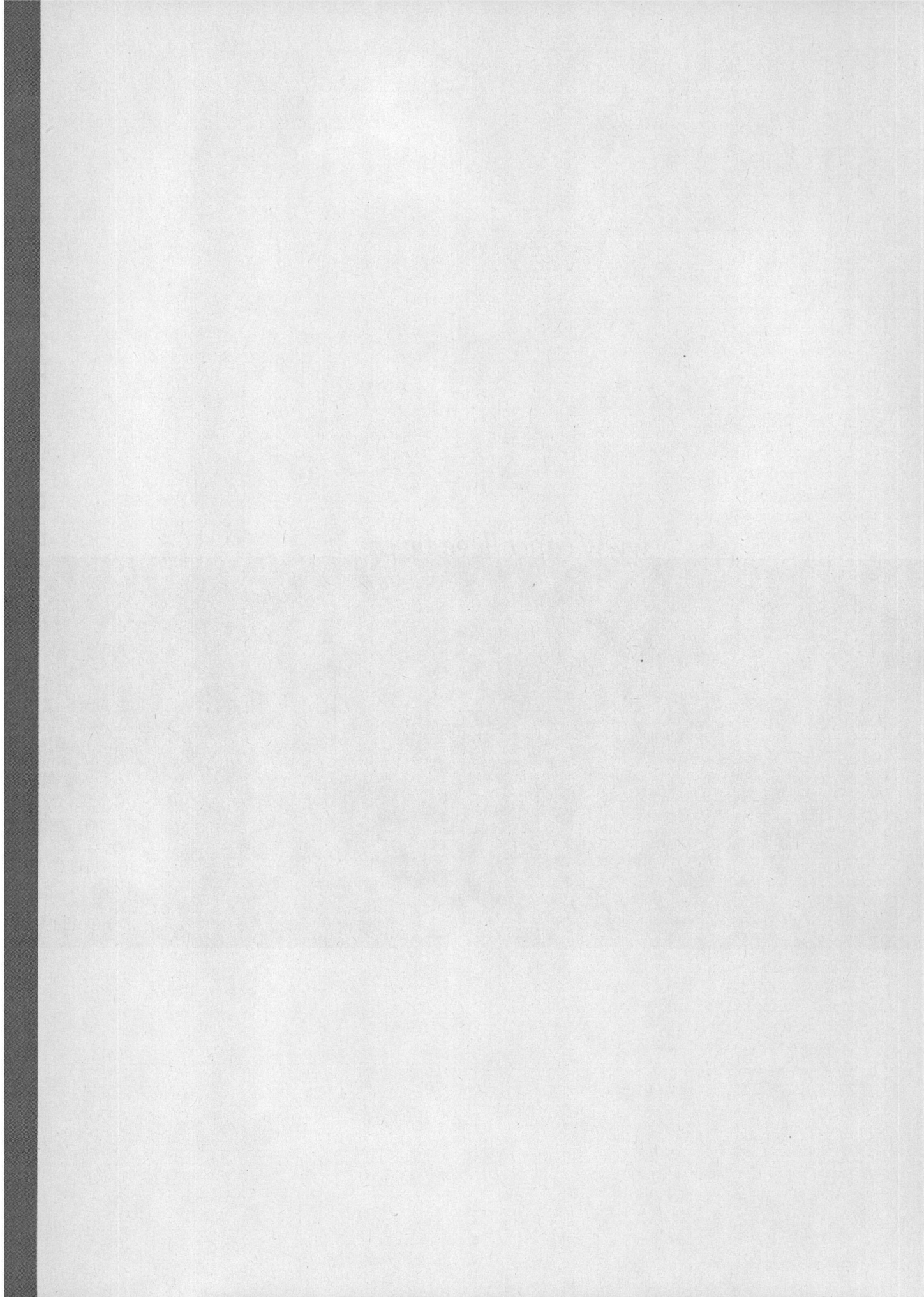
Admission Requirements

Students interested in enrolling in SARAW classes must first arrange an interview with the department. They should be able to demonstrate a firm knowledge of the alphabet and the sounds related to each letter. They should also be able to articulate a goal for literacy upgrading. Students will be asked to produce a short writing sample to identify strengths and weaknesses in reading and writing. Numeracy levels can be assessed during the interview process.

www.capcollege.bc.ca

CAPILANO COLLEGE

University TRANSFER



University Transfer

University transfer courses at Capilano College provide students with a variety of options. Students can select a full program of study equivalent to the first two years of university (see note on Course Selection and Advising), and can enrol on a full-time or part-time basis. University transfer courses are of interest both to students who plan to transfer to a university and to students who do not intend to continue to upper-level studies.

For those students who need extra help in basic skills, Capilano College offers preparatory courses and academic support services (see Writing Centre, the Learning Specialist and the Math Learning Centre in the Services section of this Calendar).

Students interested in special fields of study such as Canadian Studies, Environmental Science, Women's Studies, or Labour Studies can select from innovative programs in these areas (as offered from year to year).

Academic instruction at Capilano College is both disciplinary and inter-disciplinary and is of a high intellectual calibre. The College carefully reviews the content and the delivery methods of its university transfer courses to ensure that those courses are current and that they continue to meet university standards.

Students in university transfer courses should expect to work at least two to three hours outside of class for every hour of class time.

All courses require basic literacy in written and spoken English. That is, students must be able to understand the texts and other written materials, and the instructor's spoken words, and must be able to write assignments in correct English. Students who are uncertain of their oral and written English should speak to the instructor or to an advisor prior to registering for a course.

The College offers a library collection and full media and reference services to complement the courses of study.

The Arts and Science Divisions offer a range of courses in various disciplines which are grouped in four divisions as follows:

Humanities Division – 604.984.4957: Art History, Chinese, English, French, German, Interdisciplinary Studies, Japanese, Linguistics, Philosophy, Spanish, Writing Practices Program
humanities@capcollege.bc.ca

Pure and Applied Sciences Division – 604.984.4955: Biology, Chemistry, Computing Science, Engineering, Environmental Science (post-baccalaureate program), Geology, Kinesiology, Mathematics and Statistics, Physics

Social Science Division – 604.984.4953: Anthropology, Commerce, Criminology, Economics, Geography, History, Political Studies, Psychology, Sociology, Women's Studies

Visual and Performing Arts Division – 604.984.4911: Arts and Entertainment Management, Studio Art, Textile Arts, Theatre; 604.984.4951: Bachelor of Music Transfer and Jazz Studies

Associate in Arts and Science Degree

Capilano College offers Associate Degrees in Arts and in Science for two years of university-level study in accordance with the requirements outlined under the Graduation/Diplomas and Certificates section of the Calendar.

Diploma in Academic Studies

Students who have completed the requirements of any four-term College program may receive a Diploma in Academic Studies, provided they have fulfilled the conditions as outlined under the Graduation/Diplomas and Certificates section of the Calendar.

Transfer

Full information on transfer of specific courses is available from Advising or Counselling, and in the pertinent instructional division.

Transfer information accurate at the time of printing is to be found in the *B.C. Transfer Guide* or the *Capilano College Transfer Guide*. Students are urged to read this guide when establishing their programs of study. The *B.C. Transfer Guide* is available on the Internet at www.bccat.bc.ca.

The *Capilano College Transfer Guide* is available in paper format at the Bookstore at a cost of \$2.

Transfer to other institutions: The Arts and Science Divisions maintain transferability of their courses with other post-secondary institutions. The College's representatives meet regularly with those of other institutions to ensure that Capilano's first and second year courses are fully transferable as university courses.

Transfer from other institutions: There is agreement among all public B.C. colleges to accept each other's credits upon transfer, if applicable to a program given in the admitting college, and given suitable equivalency. Capilano College reserves the right to review individual course credit.

Transfer credits are granted to students on admission for acceptable work done at other institutions; the transfer credits reduce the total number of credits which are required at Capilano College for a certificate, diploma, or Associate Degree. Students wishing

transfer credit should present suitable documentation to the Registrar's Office for adjudication by the appropriate faculty. All approved transfer credits are noted on the student's Permanent Student Record.

University Transfer Course Descriptions

Full descriptions of all university transfer courses can be found in the alphabetical listings in the course description section of this Calendar. Students are urged to carefully read the general discipline information included in each section. Students are responsible for being familiar with the special information needed to select university transfer courses.

Course Selection and Advising

Advising and Counselling assist students in selecting the best program of studies. The final responsibility for course selection, however, rests with students. All university transfer students are advised to see an advisor or a counsellor to plan their courses of study.

English Entrance Requirements

Students who wish to enrol in English courses may be required to write a placement test, BEFORE REGISTERING IN ANY ENGLISH COURSE.

See the Registration section of this Calendar for information about the English Diagnostic Test (EDT).

Math Entrance Requirements

Students wanting to enrol in MATH 091, 096, 101, 105, 107, 108, 116, 124 or 190 must write a placement test if they do not satisfy the prerequisite requirements for these courses.

Please refer to the Mathematics section of the Calendar for the direct entry and placement test requirements for each of these courses.

See the Registration section of this Calendar for information about the Math Placement Test (MPT).

Registration Priority

In some courses with high demand, registration priority will be given to students who have not attempted the course previously at Capilano College. Students who have attempted the course within the last year may not be allowed to register without the instructor's permission.

Registration procedures for Visual and Performing Arts programs are detailed in the Calendar section for the particular program.

Lab/Course Relationship

Many courses require that students complete a lab and/or tutorial. Students should ensure that they are aware of lab/tutorial requirements and the timetable for these components. Students should note that it is necessary to pass both labs and lectures.

The cost of the lab is included in the tuition fee, except for lab manuals and some field trip costs.

SPECIAL PROGRAMS

1. WOMEN'S STUDIES PROGRAM

A Women's Studies program, consisting of a variety of university transfer credit, college credit and credit-free courses, has been developed at Capilano College. These courses are taught from a perspective and with a methodology developed within Women's Studies.

In addition to the Women's Studies program courses, there are career and university transfer courses in other disciplines of special interest to women.

2. WRITING ACROSS THE CURRICULUM SECTIONS

In the fall term, a small number of ENGL 100 (Composition) sections are paired with a section of another course. Students planning to take ENGL 100 (Composition) should consider enrolling in one of these Writing Across the Curriculum sections as identified in the course timetable. Instruction in the two courses will be coordinated, with the writing assignments in the English course growing out of the content of the other course. Students will receive the full three credits for both courses, and will benefit from having two of their subjects connected with each other.

Please consult the English Department for information on the paired sections for Fall 2002.

3. CANADIAN STUDIES SPECIALTY

Students who wish to concentrate their studies on Canadian content courses can choose courses from the list below. All courses (except some Labour Studies courses) hold full transfer credit and transfer into the Canadian Studies program at SFU. To qualify for a Canadian Studies Specialty, complete a College diploma with at least 24 credits from the following list. Choose these credits from courses in at least three different departments. Of the 24 credits you choose, at least six must be numbered 200 or above. For a Canadian Studies Specialty to be applied to a General Studies Diploma, an English or Communications course is required.

Fall

ANTH 204, 208	HIST 110, 111, 205
BIOL 204	LSP. 110, 115, 116, 181
ENGL 202, 203	POL. 104, 204
FREN 270	SOC. 200
GEOG 106, 108	

Spring

ANTH 205, 206	GEOL 111
BIOL 105, 205	HIST 111, 208, 209
ENGL 202, 203	LSP. 100, 111, 140, 142, 181
FREN 271	POL. 104, 202, 204
GEOG 108	SOC. 201

Course descriptions appear under the appropriate discipline.

APPLY TO THE REGISTRAR'S OFFICE to have the Canadian Studies Specialty added to your diploma at the time of graduation.

4. PURE AND APPLIED SCIENCES

General Information

The following options are available from a wide range of pure and applied sciences.

University Transfer Courses

i. Non-Science Students

Students planning to continue studies at a university are advised to consider the following courses to fulfil their science requirement. It should be noted that transfer credit for a number of these courses is limited to non-science students. Students should refer to individual discipline areas in this Calendar.

BIOL 104, 105, 113
CHEM 101
COMP 101
GEOL 110, 111
GEOG 112, 114
MATH 101, 102, 105, 107, 108, 109, 190
PHYS 104

Please check the prerequisites given in the individual course descriptions.

Note: *BIOL 104 and CHEM 030 or CHEM 101 fulfil biology entrance requirements for the Nursing program at BCIT. Completion of BIOL 104 and BIOL 113 permits students (upon entering Basic Health Sciences at BCIT) to receive credit for BHSC 105. BIOL 104/113 also are equivalent to first year human anatomy and physiology in many nursing programs. (See Transfer Guide.)*

ii. Science Students

Capilano College Pure and Applied Sciences Division offers a first and second year university transfer program in biology, chemistry, computing science, mathematics & statistics, and physics, and first year university transfer programs in engineering, geology and kinesiology. In addition, the Pure and Applied Sciences Division offers science transfer requirements in the following: pre-Medicine, pre-Veterinary, pre-Dentistry, Oceanography, Forestry, Agriculture, Pharmacy, Home Economics, Rehabilitation Medicine, and Dental Hygiene.

iii. Engineering Program

Capilano College offers a first year university transfer program in engineering. Bachelor degree completion generally requires three additional years of study at UBC, SFU, or UVic. For additional information, consult the Engineering program section of this Calendar.

iv. Kinesiology Program

Capilano College offers a first year university transfer program in kinesiology designed for students planning to transfer to the Kinesiology Program at SFU for their second year. For additional information, consult the Kinesiology program section of this Calendar.

5. POST-BACCALAUREATE DIPLOMA PROGRAMS

i. Asia Pacific Management Cooperative Program

Refer to the Asia Pacific Management Co-operative Program in this Calendar.

ii. Environmental Science Program

Capilano College offers a one-year Post Baccalaureate Diploma program in environmental science for students who have already completed a degree in science or engineering and who are interested in further practical studies in environmental fields. For additional information, refer to the Environmental Science program in the Post-Graduate section of this Calendar.

iii. Latin American Management Program

Refer to the Latin American Management Program section in this calendar.

iv. Writing Practices Program

Writing Practices is a unique one-year, post graduate certificate program offered by The Capilano Review Writing Institute, within the College system. The program offers advanced studies to writers with several years' experience in writing or recent college or university graduates. For additional information refer to the Writing Practices Program in the Post Graduate section of the Calendar.

ANTHROPOLOGY

Faculty

C. BILL, BA (Hons.) (UVic), MA (Trent), PhD (Tulane)
M. BRACEWELL, BA (Hons.) (Queen's), MA (UBC)
G. CROWTHER, B.Sc. (Hons.) (London), M. Phil., PhD (Cambridge)
K. LIND, BA, MA (UBC)
R. MUCKLE, BA, MA (SFU)

Contact

Tel: 604.984.4953
E-mail: socsci@capcollege.bc.ca

General Information

Anthropology is the study of humankind, offering views on the human condition from evolutionary and comparative perspectives. By developing an understanding and appreciation of cultural and biological diversity, courses in anthropology should be beneficial to all students. Students who have career aspirations as anthropologists may find work in teaching, research, or museum studies. They may also work as consultants to governments, corporations, and native groups.

Major branches of anthropology include Social Anthropology, Archaeology, and Physical Anthropology. Students intending to major or minor in anthropology or archaeology should take Anthropology 121 and one or both of Anthropology 123 and 124 as well as Anthropology 200. Students interested in a Canadian Studies Specialty should consider Anthropology 204, 206, and 208.

University Transfer Credit

All Anthropology courses at Capilano transfer to SFU, UBC and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

Courses

ANTH 121 — Introduction to Social Anthropology
ANTH 123 — Introduction to Archaeology
ANTH 124 — Human Origins
ANTH 200 — Intermediate Social Anthropology
ANTH 202 — Anthropology and the Environment
ANTH 204 — Ethnic Relations
ANTH 205 — Multiculturalism
ANTH 206 — First Nations of British Columbia
ANTH 208 — Indigenous Peoples of North America
ANTH 241 — Archaeology Field School
WMST 122 — Women in Anthropology

ART HISTORY

Faculty

J. JUNGIC, BA, MA (UBC)
D. NEAVE, BA (Manchester), MA (UVic)
S. SEEKINS, BA, MA (UBC)
P. SINGER, BA (George Williams), MFA (Concordia)

Contact

Tel: 604.984.4957
E-mail: humanities@capcollege.bc.ca

General Information

Art History concerns itself with visual culture both past and present. Visual art is explored and analyzed in order to understand how it is composed and constructed and how it functions as a carrier and producer of meaning within society. Analytical tools that promote the critical decoding of images, so relevant in today's world, are emphasized in all Art History courses.

University Transfer Credit

All Art History courses offered at Capilano College are transferable to UBC, SFU, and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

Courses

AHIS 100 — The History of Art I
AHIS 101 — The History of Art II
AHIS 104 — Introduction to Visual Culture I
AHIS 105 — Introduction to Visual Culture II
AHIS 106 — Pre-Columbian, African and Northwest Coast Indigenous Art
AHIS 107 — The Art of India, China and Japan
AHIS 210 — History of Modern Art (19th Century)
AHIS 211 — History of Modern Art (20th Century)
AHIS 220 — Early Renaissance Art in Italy
AHIS 221 — High Renaissance and Mannerist Art in Italy
AHIS 231 — History of Textile Art I
AHIS 232 — History of Textile Art II

BIOLOGY

Faculty

- C. BEREZOWSKY, B.Sc. (Hons.), M.Sc. (Sask.), PhD (Guelph)
R.G. CAMFIELD, B.Sc. (Hons.) (Monash), PhD (UBC)
M. DE JONG-WESTMAN, B.Sc. (Hons.), M.Sc. (UBC)
M. FITZ-EARLE, B.Sc. (Nottingham), M.Sc., PhD (Toronto)
P.A. MACMILLAN, BS, MS, PhD (Rutgers)
N.A. RICKER, BA (Calif.), M.Sc., PhD (UBC),
Coordinator of Biology
L.K. WADE, B.Sc., M.Sc. (UBC), PhD (Austral. Nat. U.)

Laboratory Supervisors and Technicians

- C. BEATSON, B.Sc. (Waterloo), M.Sc. (Western),
Laboratory Supervisor
J. CANNING, B.Sc., B.C. Prof. Teaching Cert. (UBC),
Laboratory Supervisor
D. FEDIW, RT (BCIT), Laboratory Technician
C. HARRISON, B.Sc. (Hons.) (UVic), Laboratory
Technician
J. RICHARDSON, B.Sc. (UVic), M.Sc. (UBC), R.P.
Bio., Laboratory Supervisor
C. SANDERSON, B.Sc. (Hons.) (Durham), Laboratory
Supervisor

Contact

Tel: 604.984.4955
E-mail: kchute@capcollege.bc.ca

General Information

Capilano College Biology Department offers courses to meet a variety of educational needs. The BIOL 104/105 and 104/113 sequences meet the laboratory science requirements for Arts students as well as general interest biology courses. BIOL 104/113 also are equivalent to first year human anatomy and physiology in many nursing programs. (See Transfer Guide.)

Students planning a major in Biology or another life science, such as Botany, Cell Biology, Ecology, Genetics, Marine Biology, Microbiology, Physiology, Oceanography or Zoology, should enrol in BIOL 106/107 or 110, and BIOL 111.

Students lacking a C+ in BIOL 12 (or BBIO 042) and/or Chemistry 11 should enrol in BIOL 106/107 rather than BIOL 110.

A complete selection of second year courses is available which meet the credit transfer requirements of all B.C. universities. Some of these courses may be included in the requirements for pre-professional programs, and for specific life science programs. Students who intend to enter professions such as Agriculture, Dentistry, Medicine and Pharmacy should consult the institutions

offering the programs to determine the specific Biology and other courses they require. Not all second year courses are offered each year.

All biology courses except BIOL 200, BIOL 201 and BIOL 206 require weekly laboratory periods and/or field trips. Lab manuals for those courses requiring them must be purchased. Some courses have field trips which have extra costs associated with them. Some courses may have material costs associated with them.

More information on the Biology Department may be found on the Department's Web site:
www.capcollege.bc.ca/biology

University Transfer Credit

Many biology courses transfer to all B.C. universities. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

University Transfer Program in Biology

FIRST YEAR

BIOL 106/107 or 110, and BIOL 111
CHEM 110/111
PHYS 110/111 or 108/111 or 114/115
MATH 116/117 and 126/127
English (six credits)

SECOND YEAR

A complete selection of second year courses which are transferable to all B.C. universities is available. Consult the Biology Department for the specific requirements to transfer into third year at the university of your choice.

Courses

BIOL 104 — Human Biology I
BIOL 105 — Environmental Biology
BIOL 106 — Basic Introductory Biology I
BIOL 107 — Basic Introductory Biology II
BIOL 110 — Introductory Biology I
BIOL 111 — Introductory Biology II
BIOL 113 — Human Biology II
BIOL 200 — Genetics I
BIOL 201 — Genetics II
BIOL 204 — Ecology I
BIOL 205 — Ecology II
BIOL 206 — Ecology of the Western Pacific
BIOL 210 — Morphology of Vascular Plants
BIOL 212 — Invertebrate Zoology
BIOL 213 — Vertebrate Zoology
BIOL 214 — Cell Biology
BIOL 215 — Biochemistry
BIOL 220 — Microbiology I
BIOL 221 — Microbiology II

CHEMISTRY

Faculty

P.C. LE COUTEUR, B.Sc., M.Sc. (Auckland), PhD (Calif.)
B. CINEL, B.Sc. (SFU), PhD (UBC)
T. CUSANELLI, B.Sc., PhD (SFU)
K.G. TYERS, B.Sc. (Hons.), M.Sc. (Western Ontario), PhD (SFU), Coordinator of Chemistry, Geology and Physics

Laboratory Supervisors and Technicians

K.B. HACK, B.Sc. (UBC), Laboratory Supervisor
M. MATZ, B.Sc. (UBC)
B.J. MOIR, Dip. Tech. (BCIT), Laboratory Technician
C. SÁNCHEZ, B.Sc. (Brock), PhD (Toronto)
D.F. SHERATON, B.A.Sc., PhD (UBC), Laboratory Supervisor
I. SMITH, HNC. (Aberdeen, UK), Senior Laboratory Supervisor

Contact

Tel: 604.984.4955
E-mail: ktyers@capcollege.bc.ca

General Information

All chemistry courses include weekly three-hour laboratory periods unless otherwise stated. The cost of the labs is included in the course tuition fee except for lab manuals. Students are required to have and wear safety glasses in all laboratory periods. Students in second year labs must have their own lab coats.

University Transfer Credit

Many chemistry courses carry transfer credit to B.C. Universities. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

University Transfer Program in Chemistry

FIRST YEAR

CHEM 110/111
PHYS 114/115 or 110/111 or 108/111
MATH 116/117 and 126/127
English (six credits)
Elective (six credits)

Note:

CHEM 110: students who lack mathematics prerequisites or corequisites should see a Chemistry instructor prior to registration to discuss possible prerequisite waivers.

SECOND YEAR

CHEM 200/201 and 204 or 205 or 206
PHYS 210/218 and 222
MATH 200 and 230
Elective

Science elective from math or physics

Students planning to pursue a major or honours program in chemistry should consult a faculty member as requirements differ with individual universities.

Courses

CHEM 030 — Introduction to Chemistry
CHEM 101 — Fundamentals of Chemistry
CHEM 110 — Bonding and Structure
CHEM 111 — Chemical Dynamics and Energetics
CHEM 154 — Chemical Principles for Engineers
CHEM 200 — Organic Chemistry I
CHEM 201 — Organic Chemistry II
CHEM 204 — Introduction to Physical Chemistry
CHEM 205 — Introduction to Inorganic Chemistry
CHEM 206 — Introduction to Analytical Chemistry

CHINESE

Faculty

T. Z. CHOW, BA (Hons.) (Beijing Foreign Studies U.), MA (SFU)

Language Associate

J. YANG, BA (Central U. for Nationalities, Beijing), MA (Oregon State)

Contact

Tel: 604.984.4957
E-mail: humanities@capcollege.bc.ca

General Information

All university transfer courses in Mandarin Chinese consist weekly of four hours of lecture, one hour of conversation, and assignments in the multimedia lab on a drop-in basis (involving approximately 45 minutes).

Students with a competence in the language beyond the level of the course in which they are registered will be required to withdraw. For example, native speakers of Mandarin and/or other Chinese dialects and those who have taken Mandarin courses in high school are not allowed in the first year courses. Students with some knowledge of Chinese must consult with the instructor for placement. University rules governing such students differ within departments, but the Language Department has correspondence dealing with matters relevant to credit transfer and point of entry. In order to avoid misunderstanding, students are invited to discuss these problems with the Department prior to enrolment.

Students who are not sure of their language level must consult the instructor.

University Transfer Credit

Most of the Chinese courses at Capilano College transfer to UBC, SFU and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

Courses

CHIN 100	—	Beginning Chinese I
CHIN 101	—	Beginning Chinese II
CHIN 200	—	Intermediate Chinese I
CHIN 201	—	Intermediate Chinese II

COMMERCE

Faculty

A. ANDERSON, BBA, MBA (SFU)
P. DRYSDALE, BA (Hons.), MA (SFU)
A. MORRIS, BA (Hons.) (Manchester), MA (SFU),
ACIS (U.K.), **Commerce Convener**
K.V. TOWSON, B.Sc., M.Sc. (SFU)
J. WATERS, BA (Hons.), MA, PhD (SFU)
J. WATSON, B.Admin. (Brock), CMA
J. WILSON, B.Comm. (UBC), CA
M. YASERI, BA (Hons.) (Thames), MA (Sask.)

Contact

Tel: 604.984.4953
E-mail: socsci@capcollege.bc.ca

General Information

The College offers a two-year transfer package to UBC consisting of Year I and Year II as follows:

Year I

Students do not need to apply to the Commerce Department to enter the first year. Simply apply to the University Transfer program through the Registrar's Office and ensure that the following courses are taken:

- a) ECON 111 and 112;
- b) ENGL 100 followed by ONE of ENGL 103, 104, 105, 106 with a minimum grade of C;
- c) MATH 108 and 109
 - the prerequisite to MATH 108 is the Math Placement Test (MPT) OR completion in the past year of Math 12 with a B grade or better, or MATH 105, MATH 107 or BMTH 046 with at least a C- grade.
 - Students not ready for MATH 108 will take MATH 107, followed by MATH 108 and 109. Students not ready for MATH 107 should see an advisor at the College's Advising Centre to plan a preparatory year.

- **Note:** MATH 116/117 and 126/127 may be substituted for MATH 108/109, but this combination is oriented more toward science than business;

- d) Four electives: any four university transfer courses;
 - Commerce students should NOT take Math 101 or 102.

Year II

Upon completion of Year I, students must APPLY for admission to the Commerce program by completing a *Commerce Program Application* which can be obtained from the Social Sciences Division. There are 36 seats available in Year II and preference is given to students with the best Year I records who want to TAKE THE ENTIRE YEAR II PROGRAM with the intention of transferring to UBC. Applications to the Commerce program should be made immediately in late spring once the Year I courses are complete and grades received. Students who wait until late summer may find that all spaces have been filled.

In the fall term students admitted to Year II take:

COMM 290, 292, 293, ECON 211 and one university transfer elective.

A fall term Grade Point Average (GPA) of 2.67 with no grade below C- **must** be achieved to continue into the spring term, when four of the following courses are taken:

COMM 291, 294, 297, 392 and one university transfer elective.

For further information contact the Commerce Convener in Social Sciences at 604.990.7807.

Transfer to University of British Columbia

Last year UBC admitted into Year III all students who completed Capilano College's Year II program (in one year) with a GPA in Year II of at least 3.2 or higher.

Transfer to Simon Fraser University or University of Victoria

Some courses in the UBC transfer package do not transfer to SFU or UVic. Students wishing to transfer to either of these institutions are, therefore, strongly urged to consult an advisor in the Advising Centre to determine an alternative course of action.

Outcome: Transfer to University Commerce

YEAR 1 - PROGRAM ENTRY REQUIREMENTS

	<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:		15.00
ECON 111 Principles of Microeconomic Theory	3.00	
ECON 112 Principles of Macroeconomic Theory	3.00	
ENGL 100 Composition	3.00	
MATH 108 Calculus I for Business and Social Sciences	3.00	
MATH 109 Calculus II for Business and Social Sciences	3.00	
Choose 'Required Credits' from the following list:		3.00
ENGL 103 Studies in Contemporary Literature	3.00	
ENGL 104 Fiction	3.00	
ENGL 105 Poetry	3.00	
ENGL 106 Drama	3.00	
Choose 12.00 credits of Academic Electives		12.00

30.00

YEAR 2, FIRST TERM

	<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:		14.00
COMM 290 Quantitative Methods for Business	4.00	
COMM 292 Principles of Organizational Behaviour	4.00	
COMM 293 Financial Accounting	3.00	
ECON 211 Intermediate Microeconomic Analysis	3.00	
Choose 3.00 credits of Academic Electives		3.00

17.00

YEAR 2, SECOND TERM

	<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:		13.00
COMM 291 Applications of Statistics in Business	4.00	
COMM 294 Managerial Accounting	3.00	
COMM 297 Capital Markets and Institutions	3.00	
COMM 392 Labour Relations	3.00	
Choose 3.00 credits of Academic Electives		3.00

16.00

Total Program Credits 63.00

COMPUTING SCIENCE

Faculty

T. DAKIC, B.Sc., M.Sc. (Zagreb), PhD (SFU)
J. FALL, B.Sc. (UVic), M.Sc. (SFU)
M. HASEGAWA, M.Sc., D.Sc. (Tokyo Met.)
E. KUTTNER, B.Sc., M.Sc. (UBC)
J. MADAR, B.Sc., M.Sc. (UBC)
J. Z. WANG, B.Sc., M.E. (Shandong), M.Sc. (SFU)

Contact

Tel: 604.984.4955
E-mail: khute@capcollege.bc.ca

General Information

The Computing Science Department offers computing science courses at the first-year and second-year university level. Students enrolled in these courses have excellent access to the College's computing facilities. Students planning to major in computing science and science students fulfilling computing science elective requirements normally take COMP 120 and either 125 or 127 in their first year. Other students wishing an introduction to computers and programming normally take COMP 101.

Computing courses are continuously being updated. Please contact the Computing Science Department for current course offerings and transfer status, or see our Web page at: www.capcollege.bc.ca/dept/comp

University Transfer Credit

Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

Restricted Sections

From time to time the Computing Science department may find it necessary to restrict enrolment in certain courses due to limited resources and/or high demand for its courses. The criteria for enrolment in these courses may be more stringent than the prerequisites listed in this Calendar and enrolment may be restricted to students who have not already attempted the course or an equivalent course. Under such circumstances the enrolment criteria will be made known prior to the registration period.

Prerequisites

The Computing Science Department requires at least a C- grade in a prerequisite before allowing a student to proceed with a subsequent course. Students should note that while a C- is the minimum required to proceed, a better grade is recommended to ensure the best chance of success in the subsequent course and a satisfactory GPA for transfer to a university.

Students will not be allowed to retake a prerequisite once they have completed a subsequent course with a C- grade or better.

Courses

COMP 101	Computers and their Applications
COMP 120	Introduction to Computer Science
COMP 125	Fundamentals of Computer Science
COMP 127	Principles of Computer Science
COMP 210	Data Structures and Abstraction
COMP 211	Computer Design and Architecture I
COMP 212	Computer Design and Architecture II
COMP 213	Introduction to Software Engineering

DIPLOMA IN COMPUTING SCIENCE

Capilano College has identified the need to offer formal recognition for the completion of a certain set of courses in Computing Science. The Diploma in Computing Science provides both part-time and full-time students an opportunity to obtain an understanding of the fundamentals of computers and programming, enabling students to secure many of today's computing career opportunities.

Outcome: Diploma in the Computing Science Program

ENGLISH REQUIREMENT		Course Credits	Required Credits
Required Courses:			3.00
ENGL 100	Composition	3.00	
Choose 'Required Credits' from the following list:			3.00
ENGL 103	Studies in Contemporary Literature	3.00	
ENGL 104	Fiction	3.00	
ENGL 105	Poetry	3.00	
ENGL 106	Drama	3.00	
			6.00

MATH REQUIREMENT		Course Credits	Required Credits
Required Courses:			7.00
MATH 116	Calculus I	3.00	
MATH 117	Applications of Calculus I	1.00	
MATH 124	Discrete Mathematics I	3.00	
Choose 'Required Credits' from the following list:			3.00
MATH 126	Calculus II	3.00	
MATH 127	Applications of Calculus II	1.00	
MATH 224	Discrete Mathematics II	3.00	
			10.00

COMMUNICATIONS REQUIREMENT		Course Credits	Required Credits
Required Courses:			3.00
CMNS 250	Introduction to Technical Writing	3.00	
			3.00

COMPUTING SCIENCE REQUIREMENT		Course Credits	Required Credits
Required Courses:			16.00
COMP 120	Introduction to Computer Science	3.00	
COMP 210	Data Structures and Abstraction	3.00	
COMP 211	Computer Design and Architecture I	3.00	
COMP 212	Computer Design and Architecture II	3.00	
COMP 213	Introduction to Software Engineering	4.00	
Choose 'Required Credits' from the following list:			3.00
COMP 125	Fundamentals of Computer Science	3.00	
COMP 127	Principles of Computer Science	3.00	
			19.00

UNIVERSITY TRANSFER COURSE ELECTIVES	Course Credits	Required Credits
Choose 22.00 credits of Academic Electives		22.00
		22.00
Total Program Credits		60.00

Notes:

- The remaining credits must be made up of courses that transfer to at least one of the following universities: UBC, SFU, UVic, UNBC.
- Those with equivalent electives or experience may have the CMNS250 requirement waived.
- Students wanting to take both COMP 125 and COMP 127 may apply credits from both courses towards the diploma.
- Students will not be allowed to take a prerequisite course for credit towards the diploma once they have completed a subsequent course with a C- or better grade.
- Students transferring credits from another institution may not accumulate transfer credits for any second year courses in Computing Science towards the diploma.
- Computing courses that are older than three years may not be used for credits towards the diploma.

CRIMINOLOGY

Faculty

C. HATHAWAY, BA (SUNY), MA (Wash U.)

Contact

Tel: 604.984.4953

E-mail: socsci@capcollege.bc.ca

General Information

Criminology is the study of all aspects of crime from an interdisciplinary and integrative approach. The goal of Criminology is to reveal the complexities of criminal behaviour and society's reaction to crime. Criminology also offers both theoretical and practical knowledge of the Canadian criminal justice system.

CRIM 101 transfers to SFU, UBC, UVic and UNBC.

Courses

CRIM 101 — Introduction to Criminology

Note:

PHIL 140 and 141 transfer to SFU as criminology courses.

ECONOMICS

Faculty

N. AMON, BA (Hons.) (Kent), MA (SFU)
P. DRYSDALE, BA (Hons.) (SFU), MA (SFU)
Z. FROMM, BA, MA (SFU)
C.S. LUM, B.Econ. (Hons.) (Malaya), MPA (Harvard),
MA, PhD (SFU)
K.W. MOAK, BA, MPA (UVic)
A.J. MORRIS, BA (Hons.) (Manchester), MA (SFU),
ACIS (U.K.)
J.E. SAYRE, BS, BA (Denver), MA (Boston)
M. YASERI, BA (Hons.) (Thames), MA (Sask.)

Contact

Tel: 604.984.4953
E-mail: socsci@capcollege.bc.ca

General Information

Economics is the social science concerned with the allocation of scarce resources and the production, distribution and consumption of goods and services.

ECON 100 is an introductory course which raises and explores the kinds of issues that economists deal with. It therefore serves both as a survey course for those students planning to major in other areas of the social sciences and as an introduction to the discipline for those who are undecided about their future plans.

Students who plan to major in Economics must complete ECON 111 and 112 before proceeding to second year courses at the College or the universities. Students who plan to major in economics at SFU are also advised to complete their second year economics requirements from ECON 210, 212, 250, 252, 290 or 291. ECON 250 and 252 are designed both for students majoring in Economics and for other second year social science students who need economic history courses to complement their studies, e.g. Political Studies. Students who plan to enter the Commerce program must take ECON 111 and 112 in their first year.

University Transfer Credit

Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for transferability to other B.C. institutions.

Courses

ECON 100 — Introduction to Economics
ECON 111 — Principles of Microeconomic Theory
ECON 112 — Principles of Macroeconomic Theory
ECON 207 — Managerial Economics
ECON 210 — Money and Banking
ECON 211 — Intermediate Microeconomic Analysis
ECON 212 — Intermediate Macroeconomic Analysis

ECON 250 — Economic History of the Pre-Industrial Era
ECON 252 — Economic History of the Industrial Era
ECON 290 — Public Policy I
ECON 291 — Public Policy II

ENGINEERING

Faculty

T. CUSANELLI, B.Sc., PhD (SFU), **Convenor of Engineering**
E. CHEUNG, B.Sc., M.Sc. (Michigan State University)

Contact

Tel: 604.986.1911, local 2436
E-mail: tcusanel@capcollege.bc.ca

General Information

Capilano College offers a full first-year university transfer program in Engineering. Bachelor degree completion generally requires three additional years of study at UBC, SFU or UVic.

Transfer to University of British Columbia

The Capilano College first-year Engineering program is modeled after that of UBC. Students who complete first-year Engineering are eligible to be considered for admission to second-year Engineering at UBC provided they have obtained an overall grade point average of at least 2.5.

Students who elect to take the program part-time are required to have completed all of the courses in the first year core program to be considered as Engineering Transfer students on transfer to UBC.

The Faculty of Applied Science at UBC offers programs leading to the Bachelor of Applied Science (B.A.Sc.) degree in the following areas of engineering: Biological and Chemical, Civil, Computer and Electrical, Geological, Integrated, Mechanical, Metals and Materials, Mining and Mineral Process, and Engineering Physics. Students will normally complete the BASc. degree with three additional years of study at UBC, except for Engineering Physics, which requires four additional years. Please consult the UBC Calendar for more detailed information.

Transfer to Simon Fraser University

The School of Engineering Science at SFU offers four-year programs leading to a Bachelor of Applied Science (B.A.Sc.) degree in Computer Engineering, Electronics Engineering, Engineering Physics and Systems Engineering; a Biomedical Engineering stream can complement any of the four previous options.

Students who complete first-year engineering at Capilano College with a grade point average of at least 3.5 may be eligible for admission to second-year

engineering. Eligible students must contact SFU's School of Engineering Science to arrange for an interview to allow for direct entry into semester three of the Engineering Science common core. Please consult the SFU Calendar for more detailed information.

Transfer to University of Victoria

The Faculty of Engineering at UVic offers programs leading to the Bachelor of Engineering (B.Eng.) degree in Electrical, Mechanical and Computer Engineering. The B.Eng. degree consists of eight academic and six work terms.

Students who complete first-year engineering at Capilano College with a grade point average of at least 2.5 may be eligible for admission to second year at UVic. Please consult the UVic Calendar for more detailed information.

Admission

General

In addition to satisfying the general admission requirements for the College (see *Admission* section in the Capilano College Calendar), students must complete the College's Application for Admission form with Engineering as their program of choice. This form, together with official transcripts and other pertinent documents, should be received by the Registrar's Office before the end of March.

Enrolment is limited to 35 students, and students are selected on the basis of their academic record. Students who apply to the engineering program after March risk having their applications denied due to lack of available spaces.

Note that students may be required to achieve an acceptable grade in a diagnostic test before enrolling in some courses in the Engineering program (e.g. ENGL 100, MATH 116). Please see the relevant sections of the Capilano College Calendar for details.

Prospective students are encouraged to take these tests early to avoid delays in acceptance and/or registration.

Admission from Secondary School

Students entering the engineering program directly from secondary school must satisfy the general admission requirements of the College (see *Admission* section in the Capilano College Calendar) and have B.C. Grade 12 graduation (or equivalent) with at least a B in Math 12, Chemistry 12 and Physics 12, and with at least a C- in English 12. High school students are encouraged to graduate with Calculus 12 and at least one tech course if they intend to study Engineering. Poor performance in English and Math, and a limited exposure to hands-on technology, hinders a student's ability to complete the program and ultimately to obtain employment as an engineer.

Admission from First Year Science

Students may apply for admission to the Engineering Transfer program after completion of some or all of first-year science. A minimum 2.5 GPA in courses which transfer as part of the Engineering program is required to be eligible. Exemptions will be given from some first-year engineering courses if the student achieved a grade of at least C in the equivalent science course. In that case, the student would then typically take a mix of first-year engineering and second-year science courses.

Admission as Part-Time or Mature Student

Students who have been out of school for a number of years and those who wish to begin their studies towards an Engineering degree on a part-time basis are encouraged to apply. Applicants will be considered on an individual basis. Prospective students who have not studied Math, Physics or Chemistry for several years, or who lack Grade 12 equivalency in any of these subjects, must upgrade their background before applying. All students who do not have a good current mark in Grade 12 equivalent Math course must write the Math Placement Test.

Continuing Students

Students who have previously been admitted to the Engineering program and wish to continue for a subsequent Fall Term must contact the Convenor of Engineering in May.

Admission in January

A limited number of places in the program are available for the spring term. Students must have successfully completed MATH 116/117, CHEM 110 and PHYS 114, with a minimum 2.5 GPA in transferable courses, to be considered for admission. With the completion of the Engineering courses it may be possible to complete the first-year Engineering program before the following fall term.

Fall Term Registration

Qualified candidates are notified of their acceptance into the program by mail. Acceptance begins in May, and continues through the summer until all places in the program are taken. Students have two weeks from the date of the acceptance letter to reply, submitting a non-refundable deposit, to ensure a seat in the Engineering Transfer program.

Students who complete Advanced Placement (AP) courses with sufficiently high grades are eligible for advanced credit, and may choose to complete other electives instead of the AP credit course. Please see the Admissions section of the Capilano College Calendar for more details.

Spring Term Registration

Students require a GPA of at least 1.8 in the transferable courses of the first term of the Engineering program to remain in the program for the second term.

Transfer to University

Upon completion of the first year, students require a GPA of at least 2.5 to be eligible for admission into second-year engineering at UBC and UVic, and a GPA of at least 3.5 for SFU. Since admission to engineering programs is very competitive, students should realize that the above minimum GPA values **do not guarantee admission**, and that specific engineering options may require values well in excess of the minimum.

Outcome: Transfer to University Engineering (direct entry from Secondary School)

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			17.00
APSC 120	Introduction to Engineering	1.00	
CHEM 154	Chemical Principles for Engineers	3.00	
COMP 120	Introduction to Computer Science	3.00	
ENGL 100	Composition	3.00	
MATH 116	Calculus I	3.00	
MATH 117	Applications of Calculus I	1.00	
PHYS 114	Fundamental Physics I	3.00	
			17.00
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			19.00
APSC 120	Introduction to Engineering	Continued	
APSC 160	Engineering Design	6.00	
MATH 126	Calculus II	3.00	
MATH 127	Applications of Calculus II	1.00	
MATH 152	Linear Algebra and Differential Equations	3.00	
PHYS 115	Fundamental Physics II	3.00	
PHYS 116	Fundamental Physics III	3.00	
Choose 3.00 credits of Academic Electives			3.00
			22.00
Total Program Credits			39.00

Outcome: Transfer to University Engineering (transferring from 1st year science)

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			7.00
APSC 120	Introduction to Engineering	1.00	
MATH 200	Linear Algebra	3.00	
MATH 230	Calculus III	3.00	
Choose 9.00 credits of Academic Electives			9.00
			16.00
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			18.00
APSC 120	Introduction to Engineering	Continued	
APSC 160	Engineering Design	6.00	
CMNS 250	Introduction to Technical Writing	3.00	
MATH 231	Calculus IV	3.00	
MATH 235	Introduction to Differential Equations	3.00	
PHYS 116	Fundamental Physics III	3.00	
			18.00
Total Program Credits			34.00

Scholarships

A number of scholarships administered by the College are available to Engineering students. There are scholarships for both incoming high school students and students entering from first-year Science. These scholarships include tuition waivers, textbooks, calculators, as well as scholarship grants. Please refer to the Financial Aid Department.

ENGLISH

Faculty

T. ACTON, BA (UVic), MA, PhD (Calgary)
J. CLIFFORD, BA, MA (UBC), PhD (York)
P.L. CONNELL, BA, MA, PhD (UBC)
P.L. COUPEY, BA (McGill), MA (UBC)
M.L. FAHLMAN REID, BA (UBC), MA (Toronto)
R. FARR, BA, MA (SFU)
G.N. FORST, BA, PhD (UBC)
S.R. GILBERT, BA (UVic), MA (UBC)
B. HALVORSON, BA (Queen's), MA (UVic)
M. HINDMARCH, BA, MA (UBC)
C. HURDLE, BA, MA (UVic)
R. JOHANSON, BA, MA (SFU)
A. KLOBUCAR, BA (Toronto), M.Sc. (Edinburgh),
PhD (UBC)
R. KNIGHTON, BA, MA (SFU)
H. LEUNG, BA (Oxford), MA, PhD (Wisconsin)
K. LEWIS, BA (Queen's), MA (UBC), PhD (UVic)
D. MUNTEANU, MA (Bucharest), MA (UBC)
R. NICKOLICHUK, BA (Carleton), MA (UBC)
J. PENBERTHY, BA (Univ. of Natal), MA, PhD (UBC)
M. QUARTERMAIN, BA, LLB, MA (UBC)
J. READ, BA, MA (UBC)
V. ROSS, BA (Cambridgeshire), MA (UBC)
W.G. SCHERMBRUCKER, BA (Capetown),
P.Grad.Cert. in Ed. (London), MA, PhD (UBC) -
Instructor Emeritus, Capilano College
R.G. SHERRIN, BFA, MFA (UBC)
G. STANLEY, BA, MA, (San Francisco State U.)
A. STONE, BA (Concordia), MA (McGill)
S. THESEN, BA, MA (SFU)
A. WESTCOTT, BA (Alberta), MA (Queen's), PhD
(Toronto)

Contact

Tel: 604.984.4957

E-mail: humanities@capcollege.bc.ca

University Transfer Credit

Most English courses transfer to B.C. universities. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

For first-year English transfer credit to the universities, students must take two courses of:

a) ENGL 100, 103, 104, 105, or 106.

For second-year English transfer credit to the universities, English majors should take English 200/201; all other second year students can take any two second-year level English courses.

English Diagnostic Test (EDT)

Those students who wish to enrol in English courses must submit the results of the Language Proficiency Index Test or the College's English Diagnostic Test (EDT).

Students with any one of the following are exempt from this requirement:

1. a final grade of A or higher in English 12 or English Literature 12, or
2. a final grade of 4 or higher in an Advanced Placement course in English Composition or English Literature, or
3. a final grade of 5 or higher in the International Baccalaureate English A, or
4. a final grade of A in BENG 042, or
5. a final grade of C- or higher in an English transfer course from another college or university, or
6. a degree from an English-speaking university.

EDTs are scheduled monthly throughout the year. During registration periods, EDTs are scheduled almost daily. The times for these sittings are published in the timetables. Students wishing to write the EDT must pay the exam fee in advance at the Cashier's Office and bring receipts to the appropriate test sitting. If you need further information, please contact the Humanities Division (604.984.4957).

English as a Second Language

See listing in the Preparatory Programs section.

Writing Centre

All students registered at the College may come to the Writing Centre for advice on work in progress or help with writing problems. The Centre is not a proofreading service, but aims to help students develop their writing ability.

The Centre also offers resources for writing: quiet space, a collection of reference books, handout sheets and exercises, and computers with word processing, outlining, and editing programs.

The Writing Centre is located in FR402. It is staffed by faculty members from the English, ESL, and ABE departments. Open hours are posted.

Courses

ENGL 010	—	Language Skills
ENGL 100	—	Composition
ENGL 103	—	Studies in Contemporary Literature
ENGL 104	—	Fiction
ENGL 105	—	Poetry
ENGL 106	—	Drama
ENGL 190	—	Creative Writing
ENGL 191	—	Creative Writing
ENGL 200	—	English Literature to 1660
ENGL 201	—	English Literature Since 1660
ENGL 202	—	Canadian Literature — Beginnings to Modernism
ENGL 203	—	Canadian Literature — Modernism and Beyond
ENGL 205	—	Modern American Literature
ENGL 208	—	Studies in Fiction (The Novel)
ENGL 209	—	Studies in Poetry

- ENGL 210 — Studies in Drama
 ENGL 211 — Studies in Short Fiction
 ENGL 212 — Traditions in Western Literature
 ENGL 213 — Readings in World Literature
 ENGL 290 — Creative Writing – Poetry
 ENGL 291 — Creative Writing – Fiction
 WMST 104 — Women Writers and Feminist Criticism
 WMST 106 — Contemporary American Women Writers

FRENCH

Faculty

L. CANTIN ORR-EWING, BA (Montreal), MA (SFU)
 L. GAREAU, BA (Laval), MA (SFU)

Instructional Associates

J. GACINA, BA, PDP (SFU)
 H. LACOURSE, Dip. Court Interpreting (VCC), Dip.
 Conflict Resolution (Mediation), Justice Institute
 (B.C.)

Contact

Tel: 604.984.4957
 E-mail: humanities@capcollege.bc.ca

Summary of Programs

LEVEL	COURSES
Beginning French (0 – Grade 11)	FREN 100/101
Univ. Preparatory French (Grade 12)	FREN 120/121
1st year Univ. French	FREN 170/171
1st year Univ. French (Immersion)	FREN 180/181
2nd year Univ. French	FREN 270/271

General Information

All courses in French consist weekly of four hours of lecture, one hour of conversation, and assignments in the multimedia lab on a drop-in basis (involving approximately 45 minutes).

Students with a competence in the language beyond the level of the course in which they are registered will be required to withdraw. Students with an enhanced speaking ability should register in FREN 180 or 181 or in FREN 270 or 271. Students who are not sure of their language level should contact an instructor.

University Transfer Credit

All French courses are transferable to SFU, UBC, UNBC, and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

Courses

- FREN 100 — Beginning French I
 FREN 101 — Beginning French II
 FREN 120 — University Preparatory French I
 FREN 121 — University Preparatory French II
 FREN 170 — First Year University French I
 FREN 171 — First Year University French II
 FREN 180 — First Year University French for Immersion Students I
 FREN 181 — First Year University French for Immersion Students II
 FREN 270 — Second Year University French I
 FREN 271 — Second Year University French II

GEOGRAPHY

Faculty

C. BOTTRIL, BA (Waikato), MA (Hons.) (Canterbury, N.Z.)
 K. EWING, BA, M.Sc. (Michigan)
 C. GRATHAM, B.Sc., M.Sc. (UBC)
 C. GREENBERG, BA, MA, (U. of Manitoba), PhD (UBC)
 S. MACLEOD, BA, MA, PhD (UBC)
 B. MCGILLIVRAY, BA, MA (UBC)
 J. MIKITA, BA, MA (SFU)
 S. ROSS, B.Sc., M.Sc. (UBC)
 C. SCHREADER, B.Sc. (Trent), M.Sc. (McMaster)

Contact

Tel: 604.984.4953
 E-mail: socsci@capcollege.bc.ca

General Information

Geography courses are offered for students who are interested in pursuing a career in geography as well as for those students desiring both Arts and Science electives, or for those who wish to have a better understanding of the cultural and physical landscapes. The study of geography opens the doors for men and women in a wide variety of fields including: teaching, urban planning, forestry, resource management, tourism, recreation, economic consulting, mining, fisheries, geographic information systems, meteorology, and map making. The focus of geography is on the environment in which we live. These courses in geography will give you a whole new perspective on the world.

University Transfer Credit

Most Geography courses at Capilano transfer to SFU, UBC and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

Courses

- GEOG 100 — Human Geography: People, Places and Cultures
- GEOG 101 — Environmental Geography: Perception and Change
- GEOG 102 — Environmental Geography: Global Concerns
- GEOG 106 — British Columbia: A Regional Analysis
- GEOG 108 — Canada: A Nation of Regions
- GEOG 112 — Introduction to Earth Environments
- GEOG 114 — Weather and Climate
- GEOG 200 — Technology and Economic Environments
- GEOG 201 — Urban Studies
- GEOG 202 — Urban Field Studies
- GEOG 205 — Asia Pacific Geography
- GEOG 214 — Our Atmospheric Environment
- GEOG 221 — Map and Airphoto Interpretation

GEOLOGY

Faculty

D.J.A. ATHAIDE, B.Sc. (Hons.) (McGill), M.Sc. (UBC), B.C. Prof. Teacher's Cert.

Contact

Tel: 604.984.4955
E-mail: khute@capcollege.bc.ca

General Information

Geology courses are designed for students planning a university degree program in the geological sciences or in the arts, humanities or social sciences. GEOL 110 and 111 are especially appropriate for students in need of a laboratory science. They provide an understanding of the origin, structure, composition and history of the earth.

Courses include weekly laboratory investigations and several field trips, both local and distant (overnight). Lab tuition fees are included in the course fee, however students must purchase a lab manual and testing kit, and share some field trip costs.

University Transfer Credit

All Geology courses at Capilano transfer to SFU, UBC, UNBC and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

Geological Sciences

(including GEOPHYSICS, GEOCHEMISTRY, GEOLOGICAL ENGINEERING, ENVIRONMENTAL STUDIES AND OTHER EARTH SCIENCES)

FIRST YEAR ONLY

- GEOL 110/111
- PHYS 108/111 or 110/111 or 114/115
- CHEM 110/111
- MATH 116/117 and 126/127
- ENGL (six credits)

Courses

- GEOL 110 — Physical Geology
- GEOL 111 — Historical Geology

GERMAN

Faculty

R.J. RICE, BA (U. of Stirling), MA (UBC)

Instructional Associate

R. FREIBERG, B.Ed. (Göttingen University, Germany)

Contact

Tel: 604.984.4957
E-mail: humanities@capcollege.bc.ca

General Information

All courses in German consist weekly of four hours of lecture, one hour of conversation, and assignments in the multimedia lab on a drop-in basis (involving approximately 45 minutes).

Native speakers of German are not allowed in first year courses; those who wish to take a second-year German course must consult a German instructor first. University rules governing such students differ within departments, but the Language Department has correspondence dealing with matters relevant to credit transfer and point of entry. In order to avoid any misunderstanding, such students are invited to discuss these problems with the department prior to enrolment.

Students with a German Abitur are not permitted to enrol in the courses. Students with a competence in the language beyond the level of the course in which they are registered will be required to withdraw. Students who are not sure of their language level should contact an instructor.

University Transfer Credit

All German courses at Capilano transfer to SFU, UBC, UNBC and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

SFU: Students who wish to proceed to SFU and to pursue further courses in German are reminded of the present equivalency standards. Transfer and course challenge credit in German will be given at SFU for Capilano College German courses to a total of 11 semester hours. Exemption from and placement in higher courses are determined by the results of a placement test or other assessment procedure.

UBC: In the case of UBC, present equivalent standards provide transfer credit on the following basis:

Capilano College	UBC
GERM 100	GERM 131
GERM 101	GERM 132
GERM 200	GERM 231
GERM 201	GERM 232

Courses

GERM 100	—	Beginning German I
GERM 101	—	Beginning German II
GERM 200	—	Intermediate German I
GERM 201	—	Intermediate German II

HISTORY

Faculty

R. CAMPBELL, BA (California), MA (UBC), PhD (SFU)
N. DELAYEN, BA, MA (Sask.)
R. FUHR, BA (UBC), MA (McGill)
A. GEIGER-ADAMS, BA (Edison State), JD, MA (Washington)
H. JONES, BA (Hons.), MA (UBC)
M. LEGATES, BA (Wash.), MA, M.Phil., PhD (Yale)

Contact

Tel: 604.984.4953
E-mail: socsci@capcollege.bc.ca

General Information

History teaches an understanding of the past that helps people cope with the present and suggests possibilities for the future. Critical thinking and analysis form the core of this discipline and are essential skills in a rapidly changing society.

Students planning to major in History should take at least four History courses at the College. These can be

ANY four courses. An intended major should also have a broad sampling of courses in Social Sciences and Humanities. Students planning to major in History at SFU should take six History courses in the first two years. For UBC the requirement is four History courses. Students planning to take honours should acquire a reading knowledge of an appropriate non-English language.

University Transfer Credit

All History courses at Capilano (including WMST 220) transfer to SFU, UBC, UNBC and UVic and count as *Humanities credit* for the Associate Degree. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

Courses

HIST 100	—	History of the Ancient World
HIST 102	—	Europe from the Reformation to the French Revolution
HIST 103	—	Europe in the 19th and 20th Centuries
HIST 108	—	Issues and Themes in U.S. History: 1607 – 1877
HIST 109	—	Issues and Themes in U.S. History: 1865 – Present
HIST 110	—	Canada Before Confederation
HIST 111	—	Canada Since Confederation
HIST 205	—	British Columbia
HIST 207	—	Europe in the Middle Ages and Renaissance
HIST 208	—	Canadian-American Relations
HIST 209	—	History of the First Nations of Canada
HIST 210	—	Introduction to Japanese History, 1550-1950
WMST 220	—	Women and the Past: An Historical Survey

INTERDISCIPLINARY STUDIES

Faculty

J. DIXON, BA, PhD (UBC)
S. GARDNER, BA (Hons.) (McGill), B.Phil. (Oxford), PhD (Concordia)
R.G. SHERRIN, BFA, MFA (UBC)

Contact:

Dr. Susan Gardner
Tel: 604.986.1911
E-mail: sgardner@capcollege.bc.ca

General Information

Students, either in their first or second year, may enroll in one of the Interdisciplinary Studies courses. Each Interdisciplinary Studies course is run by three faculty members, at least two of which are from different disciplines.

The Interdisciplinary Studies courses are organized into three seminar groups of approximately 30, each of which has its own instructor (three instructors per course). The entire group of approximately 90 will

meet once per week for two hours each. The seminar groups will be further subdivided into tutorial groups of approximately six students, each of which will meet with the instructor once per week, for one hour. Students will also be required to meet on their own for guided discussion, which will take place in three two-hour blocks per week. The total contact time is 13 hours per week.

The aim of these Interdisciplinary Studies courses is to provide a coherent focus for the student's attention throughout the term. The impact of these courses, made possible by the ratio of faculty to students, comes through weekly lectures, seminars, tutorials, computer and library labs, and individual conferences. A sense of membership in a community of learners is created by the consistent and concentrated interaction between students, and between those students and their instructors.

University Transfer Credit

Students who complete an Interdisciplinary Studies course will receive nine credits (the equivalent of three courses). The specific credit that students receive will depend upon the disciplines of the instructors teaching that course. Thus, if two Philosophy instructors and one English instructor are teaching the course, the student would receive six unassigned Philosophy credits and three unassigned English credits.

Course Prerequisites

The same prerequisites needed for English 100 (i.e. EDT or LPI placement at the English 100 level, or an A in English 12. For further exemptions see English Diagnostic Test in the College Calendar.) or permission of instructor.

Courses

- INTR 110 — The Human Condition I
- INTR 111 — The Human Condition II

JAPANESE

Faculty

K. MITO, BA, MA (UBC)

Instructional Associates

Y. SHINBO, Associate of Arts (Obirin)

A. TAKEI, BSW, Japan Women's U. (Tokyo)

Contact

Tel: 604.984.4957

E-mail: humanities@capcollege.bc.ca

General Information

All courses in Japanese consist weekly of four hours of lecture, one hour of conversation, and assignments in the multimedia lab on a drop-in basis (taking approximately 45 minutes).

In order to provide for the most appropriate student placement, students with Japanese 9, 10 or Beginners 11 credit should register in JAPN 100; students with Japanese 11 credit should register in JAPN 101, not JAPN 100. Students with a Japanese 12 credit should register in JAPN 200.

Students who have studied Japanese elsewhere **cannot** register in JAPN 100.

The instructor is available for consultation regarding placements. Contact the department prior to registration if you are not sure of your placement.

University Transfer Credit

The following Japanese courses at Capilano College transfer to UBC, SFU, UNBC, UVic, and all post-secondary institutions in B.C. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

Students with competence in the language beyond the level of the course in which they are registered will be required to withdraw. Students who are not sure of their language level should contact an instructor.

Courses

- JAPN 100 — Beginning Japanese I
- JAPN 101 — Beginning Japanese II
- JAPN 200 — Intermediate Japanese I
- JAPN 201 — Intermediate Japanese II

KINESIOLOGY

Faculty

M. WALSH, BPE, MPE (UBC), PhD (SFU)

Contact

Tel: 604.984.4955

E-mail: kchute@capcollege.bc.ca

General Information

The Capilano College Department of Kinesiology offers first-year university courses in kinesiology, designed for students planning on transferring to Simon Fraser University for second year for completion of a major or a degree in the subject.

For more information regarding the Kinesiology program please contact the Pure and Applied Sciences Division, 604.984.4955.

Transfers to the University of British Columbia Human Kinetics program

Capilano College Kinesiology courses transfer to the UBC Department of Human Kinetics, which offers four areas of concentration: (1) Exercise Science, (2) Health and Fitness, (3) Physical Education, and (4) Leisure and Sport Management.

Transfers to the University of Victoria

The University of Victoria Faculty of Education, School of Physical Education, also accepts transfer of Kinesiology courses from Capilano College. To determine which courses are transferable, advisors at UVic and/or Capilano College should be consulted.

Transfers to Simon Fraser University Kinesiology Program

The Kinesiology program at SFU offers four different areas of concentration: (1) Active Health, (2) Health and Physiological Sciences, (3) Human Factors/Ergonomics, and (4) Human Movement Sciences.

Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

Courses

KIN. 142 — Introduction to Kinesiology

KIN. 143 — Exercise Management

LINGUISTICS

Faculty

D. GARDINER, BA, MA, PhD (SFU)

Contact

Tel: 604.984.4957

E-mail: humanities@capcollege.bc.ca

University Transfer Credit

LING 100 and 101 have transfer credit to all British Columbia universities. Transfer credit for LING 102 is in process. Please check the B.C. Transfer Guide for further information.

Courses

LING 100 — Introduction to General Linguistics: Language Structure

LING 101 — Introduction to General Linguistics: Language Use

LING 102 — Introduction to Practical Phonetics

MATHEMATICS AND STATISTICS

Faculty

I. AFFLECK, B.Sc. (Hons.) (Regina), PhD (SFU)
M. ANDERSON, B.Sc., M.Sc. (SFU)
D. BAXTER, B.Sc. (SFU), M.Sc. (UBC)
A.E.T. BENTLEY, B.Sc. (Hons.) (UBC), MA, PhD (Missouri), **Coordinator of Mathematics**
R.C. BREWSTER, B.Sc. (Hons.), M.Sc. (UVic), PhD (SFU) (On leave)
L.F. HARRIS, BA, MA, (UBC), PhD (Austral. Nat. U.)
R. HAUSCHILDT, B.Sc. (Hons.) (Queen's), M.Sc. (UBC)
J. JOHNSTON, B.Math (Waterloo), B.Ed. (Toronto), M.Math (Waterloo)
S. KAVOUSIAN, B.Sc. (Sharif U of Tech.), M.Sc. (SFU)
L. LAJEUNESSE, B.Math (Hons.) (Waterloo), M.Sc. (Carleton)
W. LYNN, B.Sc. (Carleton), M.A.Sc. (Waterloo)
C. MORGAN, B.Sc. (Hons.), M.Sc., PhD (Memorial)
K.V. TOWSON, B.Sc., M.Sc. (SFU)
R.H. VERNER, B.Sc. (UBC), M.Sc. (EWSU), B.C. Prof. Teachers' Cert.
L. YEN, B.Sc. (Hons.) (SFU), PhD (Pennsylvania)

Contact

Tel: 604.984.4955
E-mail: kchute@capcollege.bc.ca

General Information

The Mathematics and Statistics Department offers first-and second-year university level courses in mathematics and statistics as well as preparatory courses.

Entry Courses

For the prerequisite requirements for each of the following entry courses check the Mathematics Placement Test (MPT) section and the individual course listing.

1. Preparatory

MATH 091 is a one credit course designed for students who need to refresh basic algebra. It serves as a prerequisite for MATH 096 (Intermediate Algebra with Functions), MATH 101 (Introduction to Statistics), and MATH 190 (Mathematics for Elementary School Teachers). MATH 096 is a two credit course that continues the development of algebra and introduces the concept of a function. It is possible to complete both MATH 091 and 096 in a single term. The combined MATH 091/096 is recognized by post secondary institutions as a Principles of Math 11 equivalent.

2. Precalculus

MATH 107 is a precalculus course specifically designed for students planning to pursue a business or commerce program, whereas MATH 105 focusses more on scientific applications.

**Mathematics and Statistics Department
Prerequisite Grid for Entry Courses**

Capilano Course	Minimum Grade Requirement — Any one of the Courses Listed									Within Period (Months)
	Princ. 11	Princ. 12	Applic. 12	BMTH 044	BMTH 054	MATH 091 or BMTH 043	MATH 096	MATH 105	MATH 107	
091	C-		C-							N/A
096	C+		C+	C		B-				12
101	C		C	C-		C+	C-			N/A
105		C		B			C-			12
107		C		B			C-			12
108		B			C+			C-	C-	12
116		A*			B			C-		12
124		A*			A			A		12
190	C		C	C+		B	C-			N/A

* or at least a "B" grade in both Principles of Math 12 and Calculus 12

Although each of MATH 105 and 107 is recognized by post secondary institutions as a Principles of Math 12 equivalent, it is common for students even with Principles of Math 12 completion to take one of these precalculus courses in preparation for calculus. Both 105 and 107 receive individual transfer credit at SFU and UVic. At UBC transfer credit is granted for a combined precalculus (MATH 105 or 107) and calculus (MATH 108 or 116) package (except those faculties at UBC which require Principles of Math 12 for admission).

3. Calculus I

MATH 108 is a calculus course designed primarily for students planning to pursue a business or commerce program, whereas MATH 116 and the associated applications course MATH 117 are oriented to the sciences. As enrolment permits separate engineering, life science and physical science streams of MATH 116/117 will be offered with each stream covering the same core content but emphasizing examples relevant to the associated applications area.

4. Introductory Statistics

MATH 101 is an introductory statistics course designed primarily for non-science students wanting to fulfil a science elective requirement. MATH 204 is an introductory statistics course designed primarily for science students who have already completed one term of calculus.

5. Discrete Mathematics

MATH 124 is a discrete mathematics course for computing science. A strong mathematics background is recommended for students taking this as an entry course.

6. Mathematics for Elementary Teachers

MATH 190 is a course designed for future elementary school teachers. This course is intended to transfer to SFU's MATH 190 and to many university colleges' education programs. This course is not normally available for credit to students in science programs.

Math Placement Tests (MPT)

The Mathematics and Statistics Department offers placement tests as alternative admission instruments for students who lack the prerequisites for the entry level courses listed in the table below. For each placement test there is a study guide which provides suggested review material and lists the scheduled test dates. With the exception of the placement test for admission into MATH 091 students are not allowed to rewrite the same level of placement test within a twelve month period. The waiting period to rewrite the placement test for entry into MATH 091 is one month or longer. For more information please contact the

Advising Centre or the Pure and Applied Sciences Division, or visit the Mathematics and Statistics Department web site at <http://www.capcollege.bc.ca/dept/math>.

Students wanting to enrol in an entry level course listed in the table below must write a placement test if they do not satisfy the prerequisite requirements for the course. *Note that MATH 096, 105, 107, 108, 116, and 124 require that the prerequisite be completed within twelve months prior to the starting date of the course.*

Specific Program Requirements

Students should use the following three sections as guidelines for selecting math courses at the first-year level. Due to the specialized needs of some programs at the universities, the Mathematics and Statistics Department advises students to consult the university calendars and to seek guidance from a College advisor or math instructor for appropriate course selection.

1. Science, Forestry, Engineering

Students planning to pursue science or science related programs are required to take MATH 116/117 and 126/127. Engineering students should consult the Engineering section in the Calendar. Students planning to pursue mathematics or statistics at UBC should take in their first year:

MATH 116/117 and 126/127
PHYS 114/115
CHEM 110/111
COMP 120/127
ENGL (6 credits)

2. Arts, Social Science

To fulfil a one-year science elective requirement non-science students typically take MATH 101/102 or 101/190, although any of the precalculus/calculus combinations also meet this requirement. Students planning to pursue a psychology program at SFU are required to take MATH 107 if they have not completed Principles of Math 12.

3. Commerce, Business, Economics

Students planning to pursue a commerce, business or economics program are required to take MATH 108 (and MATH 107 if the prerequisite requirements for 108 are not met; transfer credit will be given for MATH 107). In addition MATH 109 is required for students planning to transfer to the commerce program or economics at UBC. For a detailed description of commerce courses and program requirements see the Calendar section titled Commerce.

University Transfer Credit

Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for transferability to other B.C. institutions.

Graphing Calculator

The Mathematics and Statistics Department believes that the graphing calculator greatly enhances mathematics instruction and learning. Students enrolling in any course, MATH 096 or higher, are required to have a graphing calculator. Specific recommendations on make and model will be available during the registration period.

The Mathematics Learning Centre

Students studying mathematics at Capilano College benefit from one of the most comprehensive learning centres in the province. The Mathematics Learning Centre (MLC) is located in the Birch Building, Room 289. During scheduled hours students may obtain individual assistance from the instructor on duty. The MLC also contains an extensive collection of learning materials including software, videos, and reference texts.

Courses

MATH 091	—	Introductory Algebra
MATH 096	—	Intermediate Algebra with Functions
MATH 101	—	Introduction to Statistics
MATH 102	—	Statistical Methods
MATH 105	—	Precalculus Mathematics
MATH 107	—	Precalculus for Business and Social Sciences
MATH 108	—	Calculus I for Business and Social Sciences
MATH 109	—	Calculus II for Business and Social Sciences
MATH 116	—	Calculus I
MATH 117	—	Applications of Calculus I
MATH 124	—	Discrete Mathematics I
MATH 126	—	Calculus II
MATH 127	—	Applications of Calculus II
MATH 152	—	Linear Algebra and Differential Equations
MATH 190	—	Mathematics for Elementary Teachers
MATH 200	—	Linear Algebra
MATH 204	—	Probability and Statistics for Applications
MATH 205	—	Introduction to Probability and Statistics
MATH 215	—	Introduction to Analysis
MATH 224	—	Discrete Mathematics II
MATH 230	—	Calculus III
MATH 231	—	Calculus IV
MATH 235	—	Introduction to Differential Equations

BACHELOR OF MUSIC TRANSFER PROGRAM

Faculty

G. ALCOCK, ARCT (Toronto)
M. ARMANINI, ARCT (Toronto), B.Mus., M.Mus. (UBC)
J. BERKMAN, B.Mus. (Oberlin), M.Mus. (Juilliard)
N. BOHNA, B.Mus., M.Mus. (UBC)
S. BOSWELL, ARCM (Royal College of Music, London)
S. DENROCHE, B.Mus. (UBC)
N. DINOVO, B.Mus., M.Mus. (Toronto)
L. FALLS, ARCT (Toronto), B.Mus., M.Mus. (UBC)
B. FEDORUK, B.Mus. (UBC)
W. GRANT, B.Mus. (Leth.), MA, PhD (UVic)
H. HAY, B.Mus. (Queen's), M.Mus. (San Francisco Conserv.)
P. HODGINS, B.Mus. (UBC)
P. HUTTER, B.Mus., Perf. Cert. (Eastman)
L. KAARIO, B.Mus. (UBC), M.Mus. (WWU),

Coordinator

D. MCCOY, B.Mus., M.Mus. (UBC)
G. MCNAB, B.Mus., M.Mus. (UBC)
K. MOORE, B.Mus. (UBC)
N. NICHOLSON
T. NICKELS, BA (UCLA)
D. OVERGAARD, B.Mus., M.Mus. (UBC), DMA (USC)
H. PAWSEY, B.Mus. (UBC)
G. RAMSBOTTOM, Principal Clarinet, CBC Vancouver Orchestra
S. REBANE, DMA (Kentucky)
G. ROBERTS, B.Mus. (UBC)
R. ROZANSKI, DMA (UBC)
D. VANDEREYK, B.Mus., M.Mus. (UBC)
S. WOODYARD, B.Mus. (UVic)

Contact

Tel: 604.984.4951
E-mail: music@capcollege.bc.ca

General Information

Capilano College offers four music programs: a two-year Diploma of Music from the Bachelor of Music Transfer program, a two-year Diploma in Jazz Studies, a four-year Degree in Jazz Studies and a four-year Degree in Music Therapy.

TWO YEAR DIPLOMA AND TRANSFERABILITY TO THIRD YEAR UNIVERSITY

Career Opportunities

- Private Music Teacher – with the completion of the two year diploma program
- first two years toward a Music degree leading to a career in Music Education or Performance

University Transfer

Capilano College offers the first two years of a Bachelor of Music Degree. All courses in the Bachelor of Music Transfer program are transferable to School of Music at the University of British Columbia and to the Faculty of Music at the University of Victoria. Students wishing to transfer to the Faculty of Arts at UBC, SFU, or UVic with a major in Music should take MUS. 100/101, 112/113, 120/121 in their first year, and MUS. 200/201, 212/213, 220/221 in their second year. Our students have also received transfer credit to the following universities: Alberta, Calgary, Dalhousie, Regina, Brandon, York, Guelph, Western Ontario, McGill and Western Washington.

Admission Requirements

Entering students should have a basic knowledge of music rudiments (approximately at the level of Toronto Conservatory Rudiments II).

Students entering on piano must be at a grade 10 level (Toronto Conservatory). Piano students who require a qualifying term may enrol in other courses.

Students entering in composition must have a working knowledge of diatonic harmony.

Students entering in voice or instruments other than piano must have a performance level acceptable to the faculty.

Admissions Procedure

All applicants must:

1. Comply with the general admission requirements of Capilano College and the specific admission requirements for University Transfer.
2. Participate in a private interview with the music coordinator or a program instructor.
3. Write a theory placement test and take an ear test.
4. Play an audition on their major instrument: this will consist of two contrasting pieces, technique, and sight reading.
5. Write the Capilano College EDT (English Diagnostic Test) or the Provincial LPI. See the EDT information in the Registration section in this Calendar. Please try to have your EDT or LPI mark before your audition and interview.

6. Submit an Application for Admission to the Registrar's Office, together with official copies of transcripts of all secondary and post-secondary education. Early application is advised.
7. All interviews, auditions and placement tests are held in May, June, and August.

Registration

1. Returning students may pre-register during the month of April.
2. New students demonstrating sufficient instrumental and/or theoretical accomplishment in their placement test may preregister during May and early August to ensure their enrolment.
3. Students may register during in-person registration.

Graduation Requirements

The complete program requirements must be successfully completed to receive a Diploma in Music Transfer.

Special Fees and Expenses

The fees for Private Music Instruction (PMI) will be announced at least one month prior to the beginning of the fall term.

Maximum tuition for full-time study for the 2001/2002 academic year was \$1,225 per semester. Included in this maximum tuition are the costs of all required Private Music Instruction.

BACHELOR OF MUSIC TRANSFER PROGRAM

Outcome: Diploma in the Music Transfer Program

1) Electives: U.T. or PMI.

Suggestions: MUS.360/361, THTR 116/117, THTR216/217, JAZZ, PMI., PSYC, AHIS, ENGL, PHIL.

2) M.T. course stream students may substitute any second year PSYC course(s) for PSYC 204 and/or 205.

In addition to required courses listed below, choose a minimum of 2 credits from this list, to be taken in any term. Choose Mus.122/123 when available in the timetable.

		Course Credits	Required Credits
Choose 'Required Credits' from the following list:			2.00
MUS. 122	Lyric Diction I AND	1.00	
MUS. 123	Lyric Diction II OR	1.00	
U.T. ###	Arts Elective		
	- see comment line for UT choices	3.00	
			2.00

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			13.50
ENGL 100	Composition	3.00	
ENSM 100	Choir - Ensemble I	1.00	
MUS. 100	Theory I	3.00	
MUS. 112	Ear Training and Sight Singing I	1.50	
MUS. 120	Music History I	3.00	
PMI. 1##	Private Music Instruction	2.00	
Choose 'Required Credits' from the following list:			1.00
MUS. 114	Class Piano I	1.00	
PMI. 151	B. Music Piano	1.00	
			14.50

SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			10.50
ENSM 150	Choir - Ensemble II	1.00	
MUS. 101	Theory II	3.00	
MUS. 113	Ear Training and Sight Singing II	1.50	
MUS. 121	Music History II	3.00	
PMI. 2##	Private Music Instruction	2.00	
Choose 'Required Credits' from the following list:			3.00
ENGL 103	Studies in Contemporary Literature	3.00	
ENGL 104	Fiction	3.00	
ENGL 105	Poetry	3.00	
ENGL 106	Drama	3.00	
Choose 'Required Credits' from the following list:			1.00
MUS. 115	Class Piano II	1.00	
PMI. 251	B. Music Piano	1.00	
			14.50

THIRD TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			10.50
ENSM 200	Choir - Ensemble III	1.00	
MUS. 200	Theory III	3.00	
MUS. 212	Ear Training and Sight Singing III	1.50	
MUS. 220	Music History III	3.00	
PMI. 3##	Private Music Instruction	2.00	
Choose 'Required Credits' from the following list:			3.00
ENGL 2##	English at 200 level	3.00	
U.T. ###	Arts Elective	3.00	
Choose 'Required Credits' from the following list:			1.00
MUS. 214	Class Piano III	1.00	
PMI. 351	B. Music Piano	1.00	
			14.50

FOURTH TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			10.50
ENSM 250	Choir - Ensemble IV	1.00	
MUS. 201	Theory IV	3.00	
MUS. 213	Ear Training and Sight Singing IV	1.50	
MUS. 221	Music History IV	3.00	
PMI. 4##	Private Music Instruction	2.00	
Choose 'Required Credits' from the following list:			3.00
ENGL 2##	English at 200 level	3.00	
U.T. ###	Arts Elective	3.00	
Choose 'Required Credits' from the following list:			1.00
MUS. 215	Class Piano IV	1.00	
PMI. 451	B. Mus Piano	1.00	
			14.50
Total Program			60.00

Outcome: Diploma in the Music Transfer Program - Music Therapy course stream

1) Electives: U.T. or PMI.

Suggestions: MUS.360/361, THTR 116/117, THTR216/217, JAZZ, PMI., PSYC, AHIS, ENGL, PHIL.

2) M.T. course stream students may substitute any second year PSYC course(s) for PSYC 204 and/or 205.

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			13.50
ENGL 100	Composition	3.00	
ENSM 100	Choir - Ensemble I	1.00	
MUS. 100	Theory I	3.00	
MUS. 112	Ear Training and Sight Singing I	1.50	
MUS. 120	Music History I	3.00	
PMI. 1##	Private Music Instruction	2.00	
Choose 'Required Credits' from the following list:			1.00
MUS. 114	Class Piano I	1.00	
PMI. 151	B. Music Piano	1.00	
			14.50

SECOND TERM

Course Credits	Required Credits
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Required Courses:**13.50**

ENSM 150	Choir - Ensemble II	1.00
MUS. 101	Theory II	3.00
MUS. 113	Ear Training and Sight Singing II	1.50
MUS. 121	Music History II	3.00
PMI. 2##	Private Music Instruction	2.00
PSYC 100	Introduction to Psychology	3.00

Choose 'Required Credits' from the following list:**3.00**

ENGL 103	Studies in Contemporary Literature	3.00
ENGL 104	Fiction	3.00
ENGL 105	Poetry	3.00
ENGL 106	Drama	3.00

Choose 'Required Credits' from the following list:**1.00**

MUS. 115	Class Piano II	1.00
PMI. 251	B. Music Piano	1.00

17.50

It is recommended that students take PSYC101 during the summer between second and third terms

Course Credits	Required Credits
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Required Courses:**3.00**

PSYC 101	Theories of Behaviour	3.00
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3.00**THIRD TERM**

Course Credits	Required Credits
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Required Courses:**13.50**

BIOL 104	Human Biology I	3.00
ENSM 200	Choir - Ensemble III	1.00
MUS. 200	Theory III	3.00
MUS. 212	Ear Training and Sight Singing III	1.50
MUS. 220	Music History III	3.00
PMI. 3##	Private Music Instruction	2.00

Choose 'Required Credits' from the following list:**1.00**

MUS. 214	Class Piano III	1.00
PMI. 351	B. Music Piano	1.00

Choose 'Required Credits' from the following list:**3.00**

PSYC 2##	Any 2nd year PSYC course may be substituted for PSYC204	3.00
PSYC 204	Developmental Psychology	3.00

17.50**FOURTH TERM**

Course Credits	Required Credits
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Required Courses:**10.50**

ENSM 250	Choir - Ensemble IV	1.00
MUS. 201	Theory IV	3.00
MUS. 213	Ear Training and Sight Singing IV	1.50
MUS. 221	Music History IV	3.00
PMI. 4##	Private Music Instruction	2.00

Choose 'Required Credits' from the following list:**1.00**

MUS. 215	Class Piano IV	1.00
PMI. 451	B. Mus Piano	1.00

Choose 'Required Credits' from the following list:**3.00**

PSYC 2##	Any 2nd year PSYC course may be substituted for PSYC2053.00	
PSYC 205	The Psychology of Aging	3.00

14.50**Total Program****67.00**

For a description of the Music Therapy program, see the Music Therapy program section of the Calendar.

PHILOSOPHY

Faculty

M. BATTERSBY, BA (NYU), PhD (UBC)
J. DIXON, BA, PhD (UBC)
S. GARDNER, BA (Hons.) (McGILL), B.Phil. (Oxford),
PhD (Concordia)
W. HENRY, BA (Hons.) (UVic), MA (UBC), PhD
(Western Ontario)
S. PERSKY, BA, MA (UBC)
Y. WESTWELL-ROPER, B.Ed., MA, Ed.D (UBC), D.Phil.
(Oxford)

Contact

Tel: 604.984.4957
E-mail: humanities@capcollege.bc.ca

General Information

Critical thinking is taught in all philosophy courses.
200 level courses have no prerequisites with the
exception of PHIL 210 and 211.

University Transfer Credit

All Philosophy courses offered at Capilano College
have university transfer credit in B.C. Please check the
B.C. Transfer Guide or the Capilano College Transfer
Guide for further information.

Courses

PHIL 101 — Introduction to Philosophy: Ethics
PHIL 102 — Introductory Philosophy: Knowledge and Reality
PHIL 110 — Critical Thinking I
PHIL 117 — Philosophy of Religion
PHIL 120 — Critical Thinking II
PHIL 140 — Philosophy and Law: Introduction to Canadian Law
PHIL 141 — Philosophy and Law: Introduction to Criminal Justice System
PHIL 150 — History of Philosophy I
PHIL 151 — History of Philosophy II
PHIL 200 — Political Philosophy
PHIL 201 — Political Philosophy
PHIL 202 — Introduction to Formal Logic
PHIL 207 — Business Ethics
PHIL 208 — Environmental Ethics
PHIL 209 — Biomedical Ethics
PHIL 210 — Metaphysics and Epistemology I
PHIL 211 — Metaphysics and Epistemology II
PHIL 220 — Philosophy in Literature
PHIL 221 — Existentialism in Literature
PHIL 222 — Philosophy of Culture (Aesthetics)
PHIL 240 — Philosophy and Gender Relations
PHIL 242 — Philosophy of Human Nature

PHYSICS

Faculty

M. FREEMAN, B.Sc. (Hons.) (UBC), M.Sc. (Cal.
Tech.), PhD (UBC)
S. GREENSPOON, B.Sc. (Hons.) (McGill), M.Sc., PhD
(Waterloo), **Convenor of Physics**
F. PARVAZ, B.Sc. (Tehran), M.S. Dip. (San Diego
State)

Laboratory Supervisors and Technician

C. BEATSON, B.Sc. (Waterloo), M.Sc. (Western),
Laboratory Technician
V. MOEN, B.Sc. (SFU), Laboratory Supervisor
B. SIMSON, B.Sc. (SFU), Laboratory Supervisor

Research Associate

M. CRENSHAW, B.Sc. (Kansas State), BA
(Evergreen), Physics Holography Research Lab

Contact

Tel: 604.984.4955
E-mail: sgreensp@capcollege.bc.ca

General Information

All first-year physics courses except PHYS 116 include
a weekly two-hour laboratory period. The cost of the
labs is included in the course tuition fee except for lab
manuals.

University Transfer Credit

All physics courses at Capilano carry transfer credit to
B.C. universities. Please check the B.C. Transfer Guide
or the Capilano College Transfer Guide for further
information.

**Students with Physics 12 planning to transfer to UBC
should take PHYS 114 or PHYS 114 and 115, depend-
ing on their plans. Consult the UBC Calendar for
specific program requirements.**

Recommended Sequence for Major in Physics

FIRST YEAR

PHYS 114/115 (preferred) or 110/111 or 108/111
CHEM 110/111
MATH 116/117 and 126/127
ENGL (six credits)
Non-science Elective or Geology, Biology or Computing Science (six credits)

SECOND YEAR

PHYS 200/201, 210/211, 218/222
MATH 200, 230, 231, 235
Elective (six credits)

Students interested in honours physics should consult Physics instructors.

Courses

PHYS 104	—	Principles of Physics
PHYS 108	—	Basic Physics
PHYS 110	—	General Physics I
PHYS 111	—	General Physics II
PHYS 114	—	Fundamental Physics I
PHYS 115	—	Fundamental Physics II
PHYS 116	—	Fundamental Physics III
PHYS 200	—	Thermal Physics and Waves
PHYS 201	—	Electricity and Magnetism
PHYS 210	—	Physics Laboratory I
PHYS 211	—	Physics Laboratory II
PHYS 218	—	Computational Physics
PHYS 222	—	Mechanics

POLITICAL STUDIES

Faculty

E.M. LAVALLE, B.Comm., LLB (UBC), MA (Duke)
P. MIER, BA (SFU), MA (Toronto)
T. SCHOOLS, BA (Hons.) (Alberta), MA (Toronto),
PhD (UBC)
C. SYLVESTER, BA (Gonzaga), MA (Notre Dame)
D. WINCHESTER, BA (Hons.) (Concordia), MA
(UBC)

Contact

Tel: 604.984.4953
E-mail: socsci@capcollege.bc.ca

General Information

Women and men preparing for careers in journalism, law, business management, international banking, market research, arbitration, urban and regional planning, the foreign service, consulting, labour negotiations, international development, and education enrol in Political Studies courses. So, too, those hoping to bring about change in their own communities in such areas as health, education and the environment, choose politics as their vocation. That's because Political Studies is concerned with power — what it is and who gets it, how it is used and how it is abused. Along with understanding power and the role it plays locally, nationally, and internationally, Political Studies students graduate with excellent research skills and effective oral and written communication skills — all very much in demand in the new global economy.

University Transfer Credit

All Political Studies courses at Capilano are transferable to SFU, UBC and UVic. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

Courses

POL. 100	—	Introduction to Politics and Government
POL. 102	—	Comparative Government
POL. 104	—	Canadian Government
POL. 110	—	An Introduction to Western Political Thought
POL. 111	—	Contemporary Ideologies
POL. 201	—	International Relations
POL. 202	—	Government and Politics of British Columbia
POL. 203	—	International Organizations
POL. 204	—	Canadian Public Policy
POL. 206	—	Scope and Methods of Political Analysis
POL. 207	—	Selected Issues in Contemporary Social and Political Theory

PSYCHOLOGY

Faculty

P. AVERY, BA (York), M.Ed. (Toronto)
E. BOYLE, BA (U. Chicago), PhD (UBC)
R. HAWRYLKO, BA (Hunter), MA (SFU)
M. MACNEILL, BA (Alberta), MA (Manitoba), PhD (Calgary)
G. MANGEL, BA (Hons.) (McGill), MA (SFU)
S. MOE, BA, MA (Mexico)
J. WATERS, BA, MA, PhD (SFU)
C. ZASKOW, BA (UBC), MA, PhD (SFU)

Contact

Tel: 604.984.4953
E-mail: socsci@capcollege.bc.ca

General Information

Psychology courses teach students theory and research findings in Psychology that can help students understand themselves and others. Students can apply what they have learned to parenting, interpersonal skills, problem solving, stress management and emotional intelligence, in their lives and in their work. Psychology courses also help students think critically about social issues and the claims of pop psychology. Courses in Psychology are required for careers in many occupations including teaching, child-care, health care, and business.

As most of our second year courses are offered only once a year, students who wish to major in Psychology should be aware of the various first and second year course requirements of SFU, UBC, or other transfer institutions, so they can take the courses they need for entry into third year at the universities.

Talk to any of our faculty about career options, our course offerings, and/or transferability, or see our Web site for further information:
<http://merlin.capcollege.bc.ca/psych>.

University Transfer Credit

All Psychology courses at Capilano transfer to SFU, UBC, UNBC, and UVic. Please refer to the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

Courses

PSYC 100 — Introduction to Psychology
PSYC 101 — Theories of Behaviour
PSYC 200 — Social Psychology
PSYC 201 — Group Dynamics
PSYC 203 — History of Psychology
PSYC 204 — Developmental Psychology
PSYC 205 — The Psychology of Aging
PSYC 206 — Adolescent Psychology

PSYC 212 — Research Methods in Psychology
PSYC 213 — Statistical Methods in Psychology
PSYC 220 — Theories of Personality
PSYC 222 — Abnormal Psychology
PSYC 225 — Biopsychology of Behaviour
PSYC 230 — Cognitive Psychology
WMST 110 — Women and Psychology

SOCIOLOGY

Faculty

G. BAILEY, B.Sc. (McGill), PhD (Oregon)
E. CHRISTENSEN, BA (SFU), MA (Carleton)
N. GAYLE, BA (Hons.) (York), MA (Western), PhD (UBC)
C. HATHAWAY, BA (SUNY), MA (Wash U.)
R. ISOLA, BA, MA (SFU)
R. VAN WYNSBERGHE, BA, MA (U. of Western Ontario), PhD (Ohio)

Contact

Tel: 604.984.4953
E-mail: socsci@capcollege.bc.ca

General Information

All courses in Sociology are geared to help the student comprehend personal and global events in a relevant and meaningful way. Sociology should thus help students in their endeavour to cope with their increasingly complex society. A major in Sociology leads to work in the following areas: social work, teaching, probation work, criminology, industrial sociology, communications, media, government research and related areas.

University Transfer Credit

All Sociology courses at Capilano transfer to SFU, UBC, UNBC and UVic. All 200 level courses will provide the SFU transfer student with assigned credit toward second-year courses. The UBC transfer student will be provided with unassigned credit towards a major.

Courses

SOC. 100 — Social Structures
SOC. 101 — Concepts and Theories of Society
SOC. 200 — Canadian Society
SOC. 201 — British Columbia Society
SOC. 210 — Current Social Issues
SOC. 211 — Sociology of the Third World
SOC. 222 — Sociology of the Arts
SOC. 223 — Media and Society

SPANISH

Faculty

E. PEREIRA, BA (UBC), MA (UBC)
C. SANTAELLA, BA (Venezuela), MA, PhD (SFU)

Instructional Associates

J. GACINA, BA (SFU), PDP (SFU)
K. MATTSON, BA (SFU), Licenciatura (Barcelona)

Contact

Tel: 604.984.4957
E-mail: humanities@capcollege.bc.ca

General Information

All courses in Spanish consist of four hours of lecture, one hour of conversation, and assignments in the multimedia lab on a drop-in basis (involving approximately 45 minutes).

Spanish 100 is for students with little or no knowledge of the Spanish language. Students with Spanish 11 credit should register in Spanish 101, and students with Spanish 12 credit should register in Spanish 200.

Native speakers of Spanish are not allowed in first year courses. If they wish to take second year courses in Spanish, they must consult with the Spanish instructor first. University rules governing such students differ within departments, but the Language Department has correspondence dealing with matters relevant to credit transfer and point of entry. In order to avoid any misunderstandings, such students are invited to discuss these problems with the Department prior to enrolment.

Students with a competence in the language beyond the level of the course in which they are registered will be required to withdraw. Students who are not sure of their language level should contact an instructor.

University Transfer Credit

All Spanish courses at Capilano transfer to SFU, UBC, UNBC and UVic.

SFU: Students who wish to proceed to SFU and to pursue further courses in Spanish are reminded of the present equivalency standards. Elective credit will be given at SFU for all Capilano College Spanish courses. Exemption from and placement in higher courses are determined by the results of a placement test or other assessment procedure. As a result of the placement test, area credit may be granted which would count toward a major in Spanish. Courses which do not qualify toward a major will be awarded elective credit only.

UBC: At UBC, present equivalent standards equate SPAN 100 and 101 with SPAN 100; SPAN 200 and 201 with SPAN 200. The student who plans to major in Spanish may enter UBC's Spanish program when the student completes the Capilano courses.

Courses

SPAN 100 — Beginning Spanish I
SPAN 101 — Beginning Spanish II
SPAN 200 — Intermediate Spanish I
SPAN 201 — Intermediate Spanish II

THAI

Faculty

J. PLACZEK, BA (Windsor), MA (UBC), PhD (UBC)
P. PLACZEK, Language Associate, BA (Thammasat University) Bangkok

Contact

Tel: 604.984.4957
E-mail: humanities@capcollege.bc.ca

General Information

Students with a competence in the language beyond the level of the course in which they are registered will be required to withdraw. Students who are not sure of their language level should contact an instructor. The following Thai courses carry university transfer. Please refer to the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

Courses

THAI 100 — Beginning Thai I
THAI 101 — Beginning Thai II

WOMEN'S STUDIES

Faculty

N. GAYLE, BA (York), MA (Western), PhD (UBC)
R. HAWRYLKO, BA (Hunter), MA (SFU)
P. LECOUEUR, B.Sc., M.Sc., (Auckland), PhD
(Calif.)
M. LEGATES, BA (Wash), MA, M.Phil., PhD (Yale)
K. LIND, BA, MA (UBC)
J. MIKITA, BA, MA (SFU)
S. MOE, BA, MA (Mexico)
N. SHARMA, BA, MA (SFU), PhD (Toronto)
A. WESTCOTT, BA (Alberta), MA (Queen's), PhD
(Toronto)
M. YASERI, BA (Hons.) (Thames), MA (Saskatchewan)

Contact

Tel: 604.984.4953
E-mail: socsci@capcollege.bc.ca

University Transfer Credit

Students who wish to pursue further courses in Women's Studies are advised that UBC, SFU and UVic have programs in Women's Studies. Please refer to the B.C. Transfer Guide or the Capilano College Transfer Guide for further information.

Courses

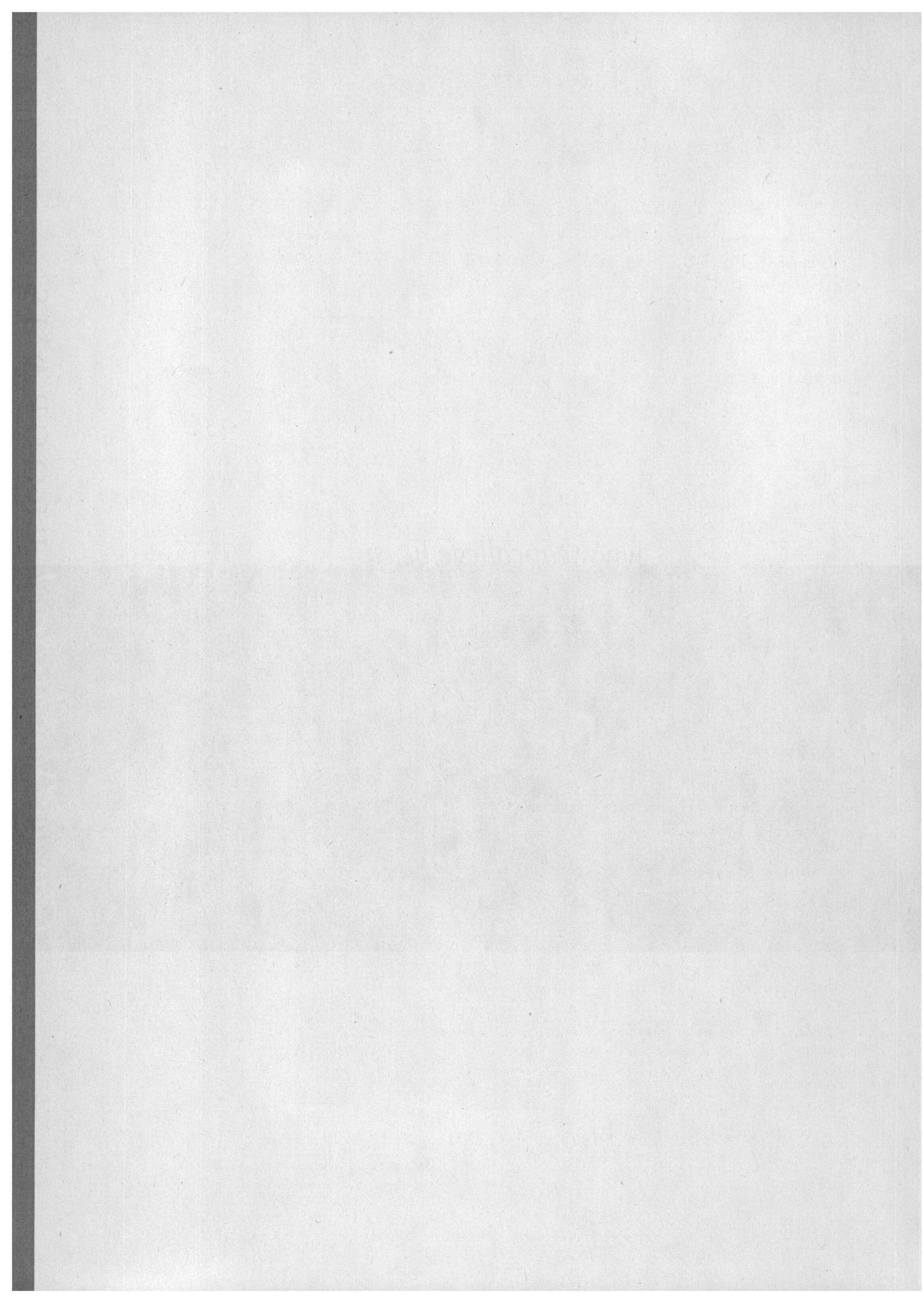
WMST 100 — Introduction to Women's Studies
WMST 102 — Political Economy of Women
WMST 104 — Women Writers and Feminist Criticism
WMST 106 — Contemporary American Women Writers
WMST 110 — Women and Psychology
WMST 113 — Women in Politics
WMST 115 — Women and Geography
WMST 122 — Women in Anthropology
WMST 130 — Women and Art
WMST 140 — Women, Science and Technology
WMST 220 — Women and the Past: A Historical Survey

www.capcollege.bc.ca

CAPILANO COLLEGE

PROGRAMS

Career/Vocational



Career/Vocational Programs

Capilano College offers a variety of employment-related programs. The programs offered are under constant review to make certain that students are taught the latest techniques and skills. Advisory committees, composed of employers, review and recommend content of all programs.

Admission is limited and applicants are considered on the criteria established for each program area. In general, Grade 12 standing is required for students applying to two year Diploma Programs, although others may be admitted on the basis of their experience and abilities. Due to the timely nature of these programs, requirements and profiles may change.

Contact the individual program areas for current information.

All courses require basic literacy in written and spoken English. That is, students must be able to understand the texts and other written materials, and the instructor's spoken words, and must be able to write assignments in correct English. Students who are not sure their English is good enough should talk to the instructor or an advisor before taking the course.

Graduate Employment

Employment opportunities for graduates are excellent; however, the College does not guarantee jobs for its graduates.

Transfer to and from Other Institutions

There is agreement among all public B.C. colleges to accept each other's credits upon transfer, if applicable, to a program given at the admitting college, and given suitable equivalency. Capilano College reserves the right to review individual course credits.

Transfer credits are granted to students ON ADMISSION for acceptable work done at other institutions. Students wishing transfer credit should present suitable documentation to the Registrar's office for consideration. Full information on transfer of specific courses is available from the advisors and in the program area.

Admission Dates

Enrolment is limited due to space and equipment limitations. Consequently, those students who contemplate entrance are encouraged to apply early. Applicants may be required to have an interview with the Program Coordinator prior to admission.

Unsuccessful applicants should contact an advisor to determine an appropriate educational alternative.

Practicums

For some practicums, students may be required to have a Criminal Records check.

Co-operative Education

Some Career programs include a co-op education option. Co-operative education integrates a period of classroom learning with periods of work experience to enable students to apply their knowledge and skills. Students alternate periods of full-time study with periods of paid employment in business, industry, government and non-profit organizations. The goal is to develop high calibre graduates, better able to assume productive jobs.

Student Course and Work Load

Full-time programs are designed so that successful completion is a full-time task. Students are advised not to undertake other activities that require large time commitments, including employment, while undertaking full-time studies.

Degree Completion Options

Opportunities for degree completion through the British Columbia Open University are available to students who have finished diplomas at Capilano College in the following areas:

- Business Administration (Bachelor of Business Administration)
- Jazz Studies (Bachelor of Music in Jazz Studies)
- Music Therapy (Bachelor of Music Therapy)
- Outdoor Recreation Management (Bachelor of Tourism Management)
- Tourism Management Co-op (Bachelor of Tourism Management)

For more information, please contact British Columbia Open University's Education Information Services at 604.431.3300 or 1.800.663.9711.

ABORIGINAL FILM AND TELEVISION PRODUCTION TRAINING PROGRAM

Faculty

J. BEAR, Instructor
B. CHAMBERS, Instructor
P. CRASS, Program Manager
L. TODD, Instructor
J. WHEELER, Instructor
C. WILLIAMS, Technical Instructor

There will also be a number of additional prominent guest speakers from the Aboriginal production and broadcast sector.

Contact

Tel: 604.990.7904
Fax: 604.990.7867
E-mail: pcrass@capcollege.bc.ca

General Information

The Aboriginal Film and Television Production Training Program gives students solid basic knowledge and practical experience in all aspects of production, with Aboriginal professionals instructing. Their chance of ongoing work in the industry is great and the option of taking further advanced specialized training is available.

Apart from the basic technical instruction, all of the instructors are Aboriginal, work in the industry, and are experienced, well connected and well respected in the industry. They come from across the country specifically for the program. They also provide students with invaluable contacts in production and broadcasting.

The students are drawn from across the country. This also gives all students a network of colleagues who will be working in the industry after graduation. A number of students have found employment through fellow students who are already working.

During the first two years the program has been offered, 36 out of 43 registered students have graduated. Of these students, 60% are working in the industry. A further 23% are enrolled in advanced production programs at Capilano College and other educational institutions. Graduates of the program are working in Toronto, Whitehorse, Halifax, Yellowknife, Iqaluit and Vancouver. They have obtained positions as production assistants, camera operator/assistants, editing assistants, editors, writers and in production management. Others are self-employed, developing proposals and seeking funding for their own productions.

Applications

Application packages can be obtained by contacting: Peter Crass, Program Manager
Aboriginal Film and Television Production Training Program
Professional Film Studies
Capilano College, 2055 Purcell Way
North Vancouver, B.C., V7J 3H5
Tel: 604.990.7904
Fax: 604.990.7867
E-mail: pcrass@capcollege.bc.ca

Admission Requirements

- 18 years of age or older
- Grade 12 or equivalent, or mature student status
- Demonstrated English conversation and writing skills
- Personal interview
- Aptitude and desire to work in the television and film industry

Since course work involves the use of computers for word processing, scriptwriting and digital editing, basic computer literacy is necessary. If you are unfamiliar with computers, you will benefit from computer training before enrolling.

Fees

The Aboriginal Film and Television Production Training Program is non-base funded, which means that student fees cover most of the budget. Tuition fees are \$6,500. An additional amount of \$98 is required to cover costs of student registration, for two semesters, student activity fee and graduation fee. The total amount is \$6598.

There are a number of books recommended by the instructors. Some will be available in the department for students to borrow, but they would be well advised to get at least some of them. If they do buy their own copies, students can expect to spend an additional \$400-500 on text books and basic general student supplies such as notebooks, writing supplies, etc.

Please Note: Fees are subject to change without notice.

Outcome: Certificate in the Aboriginal Film & Television Production Training Program

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			25.00
AFTP 100	Aboriginal Media	1.50	
AFTP 102	Aboriginal Production-Role of the Producer	1.50	
AFTP 103	Aboriginal Production-Planning and Management	1.50	
AFTP 104	Aboriginal Production	8.00	
AFTP 105	Aboriginal Post Production	8.00	
AFTP 107	Aboriginal Storytelling and Scriptwriting for Drama	3.00	
AFTP 108	Aboriginal Storytelling and the Documentary	1.50	
			25.00
PRACTICUM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			6.00
AFTP 106	Aboriginal Production Practicum	6.00	
			6.00
Total Program Credits			31.00

ACCOUNTING ASSISTANT PROGRAM

Faculty

M. CRAGG, BA Law (Durham), B.C. Teaching Cert.
 C. CRAM, BA, MA, Ont. Prof. Teaching Certificate
 L. CROWE, B.Sc. (U of Conn.) MBA (N. Eastern Univ.)
 M. GIOVANNETTI, BSA (St. F.X.), B.Ed. (Mt. St. Vincent), TESL Cert., MA (TESL) (SFU)
 S. GREENAWAY, B.Comm. (UBC), CA
 S. HOGAN, CA
 N. POWER, BA, (Concordia), Lab Supervisor
 C. SCHNURRENBERGER, Lab Supervisor
 K. VICKARS, B.Ed., Lic.Acct. (UBC), CGA

Support Staff

Faye Ulker, Clerk Typist
 Wendy Weberg, Divisional Assistant

Contact

Tel: 604.984.4959
 E-mail: abt@capcollege.bc.ca

Career Opportunities

The Accounting Assistant program provides students with an understanding of both manual and computer accounting systems and the ability to apply this knowledge to business situations. Students are introduced to other computer applications and general office procedures.

Graduates are finding employment as accounting assistants, accounts receivable or payable clerks, accountants for small and medium-sized firms, or they perform accounting functions in their own businesses. In addition, graduates of this program may ladder into the Business Administration program to take more advanced financial courses, leading towards a degree and/or a professional accounting designation.

Students who achieve a minimum grade of B in the following courses will receive credit from Business Administration:

- BTEC 252 is equivalent to BADM 106
- BTEC 217 is equivalent to BFIN 141
- BTEC 146 & 149 are equivalent to BCPT 121 & 122.

The Program

The Accounting Assistant program is a full-time, ten-month program offered from September to June. This program provides students with an understanding of both manual and computerized accounting systems, general office procedures, and computer applications. A two-week work practicum is included in this training program.

Admission Requirements

- Completion of Grade 12 or equivalent or mature student status.
- Applicants must attend an information meeting or make an appointment with a faculty member or program convenor.
- Applicants must submit transcripts as required by the College.
- SLEP test for ESL students (college level required).

Note: While a student might meet the English requirements for the Accounting Assistant Program, other departments or programs within the college might require a TOEFL, EDT or LPI.

**Outcome: Certificate in the Applied Business
Technology - Accounting Assistant
Program**

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			15.00
BTEC 111	Business English I	3.00	
BTEC 115	Business Systems and Procedures	3.00	
BTEC 117	Accounting Procedures I	3.00	
BTEC 146	Computer Applications I	6.00	
			15.00
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			16.50
BTEC 149	Financial Computer Applications	4.50	
BTEC 211	Business Writing	3.00	
BTEC 217	Accounting Procedures II	3.00	
BTEC 220	Accounting Procedures III	3.00	
BTEC 252	Organizational Behaviour	3.00	
			16.50
THIRD TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			4.50
BTEC 149	Financial Computer Applications	Continued	
BTEC 215	Computerized Accounting for Accounting Programs	3.00	
BTEC 300	Directed Work Experience	1.50	
			4.50
Total Program Credits			36.00

ACCOUNTING SUPPORT PROGRAM

Faculty

L. CROWE, B.Sc. (U of Conn.) MBA (N. Eastern Univ.)
M. GIOVANNETTI, BSA (St. F.X.), B.Ed. (Mt. St. Vincent), TESL Cert., MA (TESL) (SFU)
S. GREENAWAY, B.Comm. (UBC), CA
S. HOGAN, CA
N. POWER, BA, (Concordia), Lab Supervisor
C. SCHNURRENBERGER, Lab Supervisor
B. SMITH, BA (UBC), B.C. Prof. Teaching Cert., TESL Cert.
K. VICKARS, B.Ed. Lic.Acct. (UBC), CGA

Support Staff

Faye Ulker, Clerk Typist
Wendy Weberg, Divisional Assistant

Contact

Tel: 604.984.4959
E-mail: abt@capcollege.bc.ca

The Program

The Accounting Support program is a full-time, six-month program offered from January to June. This program provides training in manual and computerized accounting, general office procedures and computer applications. The Accounting Support program also includes a two-week supervised practicum.

Career Opportunities

Graduates are finding employment as accounting assistants, accounts receivable or accounts payable clerks, and accountants for small and medium sized firms, or they perform accounting functions in their own businesses. In addition, graduates of this program may ladder into the Business Administration program to take more advanced financial courses, leading towards a degree and/or a professional accounting designation.

Students who achieve a minimum of B in the following courses will receive credit from Business Administration:

- BTEC 217 is equivalent to BFIN 141
- BTEC 124 is equivalent to BCPT 121 & 122

Admission Requirements

- Completion of Grade 12 or equivalent or mature student status.
- Applicants must attend an information meeting or make an appointment with a faculty member or program convenor.
- Applicants must submit transcripts as required by the College.
- SLEP test for ESL students (college level required).

Note: While a student might meet the English requirements for the Accounting Support Program, other departments or programs within the college might require a TOEFL, EDT or LPI.

Outcome: Certificate in the Applied Business Technology - Accounting Support Program

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			19.50
BTEC 111	Business English I	3.00	
BTEC 112	Language Skill Development	1.50	
BTEC 115	Business Systems and Procedures	3.00	
BTEC 117	Accounting Procedures I	3.00	
BTEC 124	Comprehensive Computer Applications	6.00	
BTEC 217	Accounting Procedures II	3.00	
			19.50
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			6.00
BTEC 215	Computerized Accounting for Accounting Programs	3.00	
BTEC 217	Accounting Procedures II	Continued	
BTEC 218	Accounting - Comprehensive Project	1.50	
BTEC 300	Directed Work Experience	1.50	
			6.00
Total Program Credits			25.50

ADMINISTRATIVE ASSISTANT PROGRAM

Faculty

D. BLANEY, ID (UBC), CPS, M.Ed. (SFU)
 C. CRAM, BA, MA, B.C. Prof. Teaching Certificate
 L. CROWE, B.Sc. (U. of Conn.), MBA (N. Eastern Univ.)
 M. GIOVANNETTI, BSA (St. F.X.), B.Ed. (Mt. St. Vincent), TESL Cert., MA (TESL) (SFU)
 S. GREENAWAY, B.Comm. (UBC), CA
 S. HOGAN, CA
 S. HORN, ID (UBC), M.Ed. (SFU)
 N. POWER, BA, (Concordia), Lab Supervisor
 C. SCHNURRENBERGER, Lab Supervisor

Support Staff

Faye Ulker, Clerk Typist
 Wendy Weberg, Divisional Assistant

Contact

Tel: 604.984.4959
 E-mail: abt@capcollege.bc.ca

Career Opportunities

The Administrative Assistant in today's office provides a high level of technological and administrative support to management. Graduates of this program are finding employment in a wide range of technological support positions including office, administrative and executive assistants, and office managers.

The Program

The Administrative Assistant program is a full-time, ten-month program offered from September to June. This program teaches students the skills required to provide technological and administrative support to management and co-workers in an office environment. Students receive comprehensive training in computer applications, interpersonal relations, business writing, and introductory accounting procedures. In the third term, students are introduced to basic Web page design. A valuable part of this program is a two-week practicum in a business setting.

Admission Requirements

- Completion of Grade 12 or equivalent or mature student status.
- Touch typing recommended.
- Strong English skills.
- SLEP test for ESL students (college level required).
- Applicants must submit transcripts as required by the College.

Note: While a student might meet the English requirements for the Administrative Assistant Program, other departments or programs within the college might require a TOEFL, EDT or LPI.

**Outcome: Certificate in the Applied Business
Technology - Administrative Assistant
Program**

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			15.00
BTEC 111	Business English I	3.00	
BTEC 115	Business Systems and Procedures	3.00	
BTEC 117	Accounting Procedures I	3.00	
BTEC 146	Computer Applications I	6.00	
			15.00
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			16.50
BTEC 118	Introduction to Computerized Accounting	1.50	
BTEC 147	Administrative Computer Applications	4.50	
BTEC 148	Administrative Applications	3.00	
BTEC 211	Business Writing	3.00	
BTEC 252	Organizational Behaviour	3.00	
BTEC 300	Directed Work Experience	1.50	
			16.50
THIRD TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			4.50
BTEC 230	Keyboarding Skill and Speed Development	1.50	
BTEC 233	Web Page Design and Integrated Applications	3.00	
			4.50
Total Program Credits			36.00

ANIMATION

A. ANIMATION FUNDAMENTALS PROGRAM

B. COMMERCIAL ANIMATION PROGRAM

C. COMPUTER ANIMATION AND VISUAL EFFECTS PROGRAM

D. DIGITAL ANIMATION PROGRAM

Faculty

- A. BRERETON, Dip. Film Animation (Emily Carr College of Art & Design)
- J. DELANEY, Head of Layout & Design, Delaney & Friends Cartoon Productions
- A. GARLAND, Cert. Digital Animation (Capilano College)
- M. GHOREISHI, Dip. Animation/Television (Algonquin), Instructor's Cert. (Iran), Theatre Stage Design (Iran)
- K. INGHAM, Dip. Classical Animation (Sheridan College)
- D. MARJANOVIC, BA (Sarajevo), Theatre, Film and TV Direction (Middlesex Polytechnics in London)
- D. PERRO, Dip. Film Animation (Emily Carr College of Art & Design), Cert. Teacher Development Program (Ontario)
- A. SALE, Cert. Softimage Instructor Level 201&301, Cert. 3-D Animation & Digital Effects (Vancouver Film School)
- C. SIMMONS, Dip. Digital Art & Design, Dip. Fine Arts (University College of the Cariboo), Cert. Instructor Development (New Brunswick)
- E. TEICHROEB, Cert. Vancouver Vocational Institute
- W. VAN LUVEN, BA, MFA (UBC)

Support Staff

J. Fletcher, Program Assistant

Contact

Tel: 604.983.7516

E-mail: animation@capcollege.bc.ca

Web: www.gradshow.com

Admission Requirements and Procedures

1. An Application for Admission must be submitted, together with official transcripts of all secondary and post-secondary courses to the Registrar's Office.
2. Prospective students should contact the Animation department directly to receive a current admissions package which contains the information and procedures necessary to apply for admission to any of the animation programs.

Application Deadlines

The application deadline for all animation programs is March 31, 2003.

Information Meetings

Please contact the department at 604.990.7516 for dates and times or check out our Web site at: www.gradshow.com

Part-Time Evening Courses

Part-time, non-credit animation courses are offered through the Continuing Education Department. Courses are designed for prospective applicants who want to find out what a career in animation is like before they commit to a full-time animation program. Courses in Life Drawing, Animation for the Internet and Computer Animation are also available. Part-time courses are taught by faculty in the full-time program. Contact Continuing Education, 604.984.4901 for details.

Professional Standards

All Animation students are required to adhere to high standards of academic performance and professional behavior.

A. ANIMATION FUNDAMENTALS PROGRAM

General Information

This eight-week, full-time program provides students with a broad foundation of skills related to the animation industry. It is designed for individuals seeking a career in animation who want to further develop their skills and portfolio prior to entering either the full-time Digital Animation or Commercial Animation Programs.

The Program

This program will introduce students to the process of creating traditional and computer animation. Participants will have an opportunity to learn and practice animation techniques through hands-on exercises. The following topic areas will be covered: Animation Principles and Timing, Drawing for Animation, Design Basics for Animation and Digital Animation.

Program Start Date:

A maximum of twenty-four students will be accepted each summer. The program runs during the months of July and August.

Special Fees and Expenses

Students may expect to pay approximately \$2,000 for tuition, fees, materials and textbooks during the eight-week program.

Please Note: Fees are subject to change without notice.

Outcome: Citation in the Animation Fundamentals Program

FIRST TERM

Required Courses:

	Course Credits	Required Credits
ANIM 010	Animation Principles and Timing	2.25
ANIM 020	Design Basics for Animation	2.25
ANIM 030	Drawing for Animation	1.50
ANIM 040	Digital Animation	1.50

Total Program Credits

7.50

B. COMMERCIAL ANIMATION PROGRAM

General Information

Animation can be seen everywhere in our lives today. From the traditional media of film and television, to computer games and the Internet, animation dominates. Locally, the Vancouver industry has grown from small, one-artist studios making personal films and commercials to large businesses employing hundreds and working on major projects for Disney, Nelvana, Dreamworks and Warner Bros. There are more studios and places for qualified animation graduates; however, there are also many more schools training for the industry. The competition for jobs is as intense as it ever was and it is important for students to choose the animation program which will best help them to achieve their goals.

The Program

The Commercial Animation program prepares students for employment in the animation industry, specifically in the area of classical character animation for film, television and the Internet. This intense two-year, full-time program focuses on drawing skills and studio procedures in the production of animated commercials, television series, computer game design and feature films. The program works closely with producers of traditional and computer animation, establishing and evolving the curriculum to meet the industry's need for skilled animators and animation designers. New students are admitted each September in a class of 22.

Special Fees and Expenses

Students may expect to pay approximately \$4,000 for tuition, fees, materials and textbooks during the two-year program.

Please Note: Fees are subject to change without notice.

Graduation Requirements

In order to graduate from the Commercial Animation program, the student must successfully complete all the component courses.

Outcome: Diploma in the Commercial Animation Program

FIRST TERM

	Course Credits	Required Credits
Required Courses:		16.50
ANIM 111 Animation Drawing I	6.00	
ANIM 112 Animation Design I	2.25	
ANIM 113 Life Drawing for Animation I	3.00	
ANIM 114 History of Character Animation	2.25	
CMNS 115 Communications for Animation	3.00	
		16.50

SECOND TERM

	Course Credits	Required Credits
Required Courses:		15.00
ANIM 121 Animation Drawing II	6.00	
ANIM 122 Animation Design II	1.50	
ANIM 123 Life Drawing for Animation II	3.00	
ANIM 124 Anatomy for Animation	1.50	
ANIM 126 Layout Design I	1.50	
MDIA 120 Film Studies for Animation	1.50	
		15.00

THIRD TERM

	Course Credits	Required Credits
Required Courses:		16.50
ANIM 231 Animation Drawing III	4.50	
ANIM 232 Storyboard Design	3.00	
ANIM 233 Life Drawing for Animation III	3.00	
ANIM 234 Computer Animation	3.00	
ANIM 236 Layout Design II	3.00	
		16.50

FOURTH TERM

	Course Credits	Required Credits
Required Courses:		12.00
ANIM 241 Animation Drawing IV	3.00	
ANIM 242 Major Projects	3.00	
ANIM 243 Life Drawing for Animation IV	3.00	
ANIM 245 Colour and Media	3.00	
		12.00
Total Program Credits		60.00

C. COMPUTER ANIMATION AND VISUAL EFFECTS PROGRAM

General Information

This eight-week, full-time program provides students with a broad foundation of skills related to the computer animation industry. This program is designed for individuals who have an interest in computer animation and visual effects and are seeking a future career in the industry or who want to further develop their portfolio prior to entering the full-time Digital Animation Program.

The Program

This program will introduce students to the process of creating computer animation and visual effects. Participants will have an opportunity to learn and practice Computer Animation, Modeling, Texturing and Sculpture techniques through hands-on exercises. The following topic areas will be covered: Computer Animation Basics, Modeling and Texturing, Design and Sculpture.

Program Start Date:

A maximum of eighteen students will be accepted each summer. The program runs during the months of July and August.

Special Fees and Expenses

Students may expect to pay approximately \$2,400 for tuition, fees, materials and textbooks during the eight-week program.

Please Note: Fees are subject to change without notice.

Outcome: Citation in the Computer Animation & Visual Effects Program

FIRST TERM

	Course Credits	Required Credits
Required Courses:		7.50
DIGI 010 Computer Animation Basics	3.00	
DIGI 020 Modeling and Texturing	3.00	
DIGI 030 Character Design and Sculpture	1.50	
Total Program Credits		7.50

D. DIGITAL ANIMATION PROGRAM

General Information

Consumer demand for high quality animation and visuals has fueled the growth of the computer animation industry. Visual artists with excellent character animation skills and a firm understanding of computer animation technology are in demand worldwide. With the assistance of new computer animation technologies, skilled animators are producing stunning visuals for computer games, multimedia, Web, television and feature film.

The Program

The goal of the Digital Animation program is to prepare talented artists for a successful career in the computer animation field. This intensive 32-week training program is designed for accomplished artists and animators wishing to develop the artistic and technical skills necessary to work in the computer animation industry. This production-oriented approach to training prepares students for a successful animation career in the entertainment industry.

The program is focused on developing students' creative and artistic skills in the areas of drawing, design, character animation, and storytelling. Using leading edge software tools, students will develop their 3-D modeling, texturing and animation expertise. Successful graduates will complete a professional quality demo reel showcasing their 3-D design and computer animation abilities.

Program Start Date:

A maximum of sixteen candidates will be selected for admission each September.

Special Fees and Expenses

Students may expect to pay approximately \$6,700 for tuition, fees, materials and textbooks during the 32-week program.

Please Note: Fees are subject to change without notice.

Graduation Requirements

In order to graduate from the Digital Animation Program, the students must successfully complete all the component courses.

Outcome: Certificate in the Digital Animation Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			18.00
DIGI 311	3D Character Animation I	6.00	
DIGI 312	3D Design I	4.50	
DIGI 313	Drawing and Design I	2.25	
DIGI 314	Animation Principles I	2.25	
DIGI 315	Animation Production I	3.00	
			18.00

SECOND TERM

Required Courses:

	Course Credits	Required Credits
DIGI 321	3D Character Animation II	6.00
DIGI 322	3D Design II	4.50
DIGI 323	Drawing and Design II	2.25
DIGI 324	Animation Principles II	2.25
DIGI 325	Animation Production II	3.00
		18.00
Total Program Credits		36.00

APPLIED FISHERIES & FORESTRY SCIENCE

A. FISH CULTURE TECHNICIAN CERTIFICATE – DISTANCE LEARNING FORMAT

B. FISHERIES AND FORESTRY WORKSHOPS

C. STEWARDSHIP TRAINING (STREAMKEEPERS)

D. UNIVERSITY TRANSFER COURSE IN FISHERIES SCIENCE

E. WATERSHED RESTORATION TECHNICIAN CERTIFICATE

Sechelt Campus

Faculty

D.J. BATES, Dip.Tech. (BCIT), B.Sc., M.Sc., PhD (SFU), R.P.Bio.

A. BELSHAW, B.Sc. (UBC), MA (Princeton)

E.J. FIELD, B.Sc. (UVic), PhD (U.Qld.)

R. WAYTE, Assoc. Arts (OLU), Novell Cert.

J. WILSON, Assoc. Lib. Arts (Malaspina)

Contact

Tel: 604.986.1911, local 5903

E-mail: fisheries@capcollege.bc.ca

A. FISH CULTURE TECHNICIAN CERTIFICATE — DISTANCE LEARNING FORMAT

Career Opportunities

Graduates of the program may find challenging careers with either the private or public fish culture sector. This includes the commercial aquaculture industry, government contracts with fisheries agencies, and consulting firms.

A Fish Culture Technician, while working under the supervision of a manager, is responsible for the well-being of intensively reared salmonids.

The Program

The Fish Culture Technician program is available in distance learning format only. Students may register in one or more courses. Upon completion the student is awarded the Fish Culture Technician Certificate.

The distance learning program has been designed for individuals who are currently working or seeking employment in the fish culture field and who wish to upgrade their academic credentials. Individualized programs may be available.

Admission Requirements

Prospective applicants should inquire by telephone or by writing to the Sechelt campus. An information package and application will then be forwarded.

Outcome: Certificate in the Fish Culture Technician Program

REQUIRED COURSES		Course Credits	Required Credits
Required Courses:			27.00
FSCI 100	Introduction To Salmonid Biology	3.00	
FSCI 101	Fish Culture I	3.00	
FSCI 102	Fish Culture II	3.00	
FSCI 103	Water Quality	3.00	
FSCI 105	Salmonid Nutrition, Feeding and Growth	3.00	
FSCI 106	Fish Health	3.00	
FSCI 120	Computers in Fisheries	3.00	
FSCI 140	Field Practicum I	3.00	
FSCI 141	Field Practicum II	3.00	
Total Program Credits			27.00

B. FISHERIES AND FORESTRY PROFESSIONAL DEVELOPMENT WORKSHOPS/COURSES

The Applied Fisheries and Forestry Science Department develops and delivers workshops, seminars and courses for government, industry and public groups on a wide range of related topics. These workshops cover such topics as riparian ecology and aquatic habitat assessment to introduction to computer use in the resource management field. Instructors are experienced practitioners with specialities in the subject area.

Groups looking for assistance in developing extension workshops or requiring delivery of workshops on specific topics should contact the Department directly.

Outcome: Program Completion

WORKSHOPS		Course Credits	Required Credits
Choose 'Required Credits' from the following list:			0.00
CNSV 200	Biodiversity Inventory Techniques	3.00	
FSCI 050	Fish Habitat Assessment Workshop	1.00	
FSCI 211	River Hydraulics and Habitats	3.00	
Total Program Credits			0.00

Note: Workshops are offered on a demand basis.

C. STEWARDSHIP TRAINING (STREAMKEEPERS)

The Stewardship Training helps citizens protect and preserve freshwater habitats. Development pressures from our expanding populations threaten these environments.

The Stewardship Training encourages good watershed practices through productive, hands-on involvement. Community stewardship is essential for long-term protection of our environment.

Workshops provide intensive training in methods used to survey and map streams, as well as to make assessments of stream health based on habitat complexity, water quality, insect and fish populations. Streamside planting methods are also covered.

Workshops are scheduled throughout the province as demand arises.

		Credits
FSCI 150	Streamkeepers I - Introduction to Watershed Stewardship	3.00

D. UNIVERSITY TRANSFER COURSE IN FISHERIES SCIENCE

A university transfer course in the applied aspects of fisheries management is currently available through the department.

Outcome: Transfer Course to SFU

REQUIRED COURSES		Course Credits	Required Credits
FSCI 200	Biology of Salmonids	3.00	

E. WATERSHED RESTORATION TECHNICIAN CERTIFICATE

The Program

This two semester program gives participants the skills required to work as fisheries technicians on fisheries management and aquatic rehabilitation projects in BC.

Instruction in this program emphasizes the practical aspects of salmonid habitat and population assessments and rehabilitation methodology, by guiding participants through working projects modeled from existing stream and riparian assessments. The assessment techniques follow the Resource Inventory Committee (RIC) standards and rehabilitation methods are MELP-WRP accepted techniques. Instruction will take place in the field as participants are guided through working examples of actual stream and riparian assessments and restoration projects.

Admission Requirements

Prospective applicants should inquire by telephone or by writing to the Sechelt campus. Students seeking advance credit for particular courses must apply in writing and submit the appropriate documentation for a Prior Learning Assessment (PLA). Call the Sechelt campus for the appropriate contact person.

Applicants must also submit with their application, transcripts of all secondary and post-secondary courses taken previously (except Capilano College).

Graduation Requirements

To receive a Fisheries Technician certificate from Capilano College, students must successfully complete all Fisheries Technician courses or their equivalents (31.5 credits). Note that at least 50% of these credits must be obtained via courses at this College.

Outcome: Certificate in the Watershed Restoration Technician Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			16.50
FSCI 100	Introduction to Salmonid Biology	3.00	
FSCI 120	Computers in Fisheries	3.00	
FSCI 140	Field Practicum I	3.00	
FSCI 150	Streamkeepers I - Introduction to Watershed Stewardship	3.00	
FSCI 191	Fisheries Techniques II	4.50	
			16.50
SECOND TERM		Course Credits	Required Credits
Required Courses:			15.00
CMNS 114	Language and Action in the Culture of the Workplace	1.50	
FSCI 141	Field Practicum II	3.00	
FSCI 190	Fisheries Techniques I	4.50	
FSCI 192	Aquatic Habitat Rehabilitation	3.00	
REC. 163	Wilderness First Aid I	3.00	
			15.00
Total Program Credits			31.50

APPLIED INFORMATION TECHNOLOGY (INFOTEC) PROGRAM

Faculty

- M. ANDERSON, Dip. (Emily Carr), Dip. Applied Information Tech. (Capilano)
B. CALVERT, BA (Sask), Dip. Applied Information Tech. (Capilano)
L. CHISHOLM, BA (Nova Scotia College of Art & Design)
C. JOHNSON, Dip. Applied Information Tech. (Capilano)
D. POHL, BA (SFU)
D. RANKIN, BFA (SFU), Dip. Applied Information Tech. (Capilano)
D. TAIT
L. WU, Dip. Commercial Mus. (Capilano)

Coordinator: David Rankin

Lab Supervisors: L. Wu, M. Anderson, D. Rankin

Staff: Cathy Cole

Contact

Tel: 604.984.1727

E-mail: infotec@capcollege.bc.ca

General Information

The Applied Information Technology (Infotec) Program at Capilano College was established in 1990 with a mandate to provide students with the skills and knowledge to act as developers in the emerging world of interactive and computer-based communications.

With a foundation in the development of interactive multimedia and online production, the program constantly evolves to accommodate new directions in technology and theory. Students are provided with an environment that fosters the discipline and skills necessary to communicate effectively and creatively with an ever-expanding global information base.

Admission Requirements

- Grade 12 graduation or equivalent with English 12
- Computer literacy and a modest keyboarding rate
- Personal interview

Applicants should be prepared to supply information or proof in support of their qualification for the nine credits. Examples of qualifications include post-secondary education, extensive work experience, a works portfolio and/or applicable life skills. **The department will only grant interviews to applicants with sufficient qualifications for the nine credits.**

Note: Applications for Admission, together with official transcripts and other pertinent documents must be submitted to the Registrar's Office.

Special Fees and Expenses

- Personal computer system capable of performing tasks required in this program. (See program brochure or Web site for further information)
- Texts, software, CD's, etc.
- BBS/online fees/program fees

Important Note

This is a general view of the Infotec program. While we have made every effort to describe courses and requirements accurately as of fall 2002, we work in a rapidly changing field; new releases in hardware and software may require changes in course content, credit and scheduling, and required equipment.

Diploma Program

The Diploma program is a 10-month, full-time program with a class limit of 24 students. *Please contact the Infotec Department for application details and program information.*

Outcome: Diploma in the Applied Information Technology Program

FIRST TERM - SEPTEMBER-DECEMBER		Course Credits	Required Credits
Required Courses:			5.25
INFO 132	Systems, Tools, Utilities III	2.25	
INFO 195	Interactive Graphics	3.00	

5.25

FIRST TERM - SEPTEMBER-OCTOBER		Course Credits	Required Credits
Required Courses:			6.75
INFO 150	Contemporary Issues I	1.50	
INFO 151	Interactive Communications I	1.50	
INFO 156	Technical Support: Foundation	1.50	
INFO 166	Applied Telecommunications	1.50	
INFO 199	Interactive Project Planning and Design	0.75	

6.75

FIRST TERM - NOVEMBER-DECEMBER		Course Credits	Required Credits
Required Courses:			12.00
INFO 134	Interactive Vector Graphics	1.50	
INFO 135	Text-Based Production for Interactive Systems	1.50	
INFO 137	Applied Educational Technology	1.50	
INFO 139	Digitized Sound	1.50	
INFO 145	Internet Tools and Techniques	1.50	
INFO 161	Project Management	1.50	
INFO 173	Technical Support: Augmentation	1.50	
INFO 197	Scripting for the Web Browser	1.50	

12.00

SECOND TERM - JANUARY-APRIL		Course Credits	Required Credits
Required Courses:			15.00
INFO 136	Integrated Media production	3.00	
INFO 171	Applied Production Management	1.50	
INFO 172	Technical Support: Concentration	3.00	
INFO 177	Professional Development	4.50	
INFO 180	Computer Mediated Communications	3.00	

15.00

SECOND TERM - JANUARY-FEBRUARY		Course Credits	Required Credits
Required Courses:			6.00
INFO 133	Vector-Based Graphics	1.50	
INFO 139	Digitized Sound	Continued	
INFO 155	Interactive Communications II	1.50	
INFO 160	Self-Marketing	1.50	
INFO 196	Applied Design	1.50	

6.00

SECOND TERM - MARCH-APRIL**Required Courses:**

		Course Credits	Required Credits
INFO 148	Time-Based Data Integration II	1.50	6.00
INFO 158	Interactive Communications III	1.50	
INFO 192	Applied Database Technology	1.50	
INFO 193	Systems, Tools, Utilities II	1.50	
INFO 197	Scripting for the Web Browser	Continued	
			6.00

THIRD TERM, MAY-JUNE**Required Courses:**

		Course Credits	Required Credits
INFO 171	Applied Production Management	Continued	0.00
INFO 177	Professional Development	Continued	
INFO 180	Computer Mediated Communications	Continued	
INFO 192	Applied Database Technology	Continued	
			0.00

PLA REQUIREMENT*

	Course Credits	Required Credits
9.00 credits of Prior Learning Assessment required		9.00
		9.00
Total Program Credits		60.00

***Additional Program Requirements**

Students will be required to make up an additional nine credits either by transferring credits from another post-secondary institution or, by evaluation of work experience through the prior learning assessment process.

ARTS AND ENTERTAINMENT MANAGEMENT

(formerly Performing Arts Management)

Faculty

L. BAXTER, BA (Hons) (Queen's), MBA (UBC)
 F. BLACK, BFA (SFU), BA (UVic), **Coordinator**
 E. O'DAY, Dip. Communications (Camosun),
 BA (Pittsburgh)
 D. PRICE, BA (SFU), MFA (UBC)
 C. STERN, B.Comm., B.Ed. (UBC)
 J. STETTNER, Cert. Arts Admin. (Banff),
 BA (Arizona), MBA (UBC)
 J. VANDERYAGT, Advanced Cert. Arts and Entertainment Management (Capilano College),
 BA (Guelph)

Contact

Tel: 604.984.4911
 E-mail: aem@capcollege.bc.ca

The Program

The Arts and Entertainment Management Advanced Certificate program provides students with the skill-sets, job experience, and contacts necessary to gain employment in the industry. This eight-month program requires two years of post-secondary training or work experience equivalent and offers students a unique blend of course work and practicum experience in the arts and entertainment industry. Students gain an overview of all aspects of arts and entertainment management, including marketing, resource development, computer applications, and financial, tour and artist management in both the commercial and non-profit cultural sectors. The classroom-based course work for the program is concentrated in three 3-week modules. The practicum placements are completed between the modules.

Practicum placements are an essential part of this program. Through both internal and external placements, the students gain practical experience and cultivate relationships with one or more cultural organizations in the community. The internal practicum requires the student to work in various capacities in the Capilano College Performing Arts Theatre, which hosts a variety of arts and entertainment events, including live theatre, jazz, and popular music. In external practicum placements, students get on-the-job experience working for professional arts and entertainment organizations. Past placements have included the Arts Club Theatre, Ballet B.C., Vancouver Playhouse, Coastal Jazz and Blues Society, Lucas Talent Agency, New Music West, and Nettwerk Records. Our graduates have found employment with SLFA, Raincoast Books, Arts Club Theatre, Firehall Arts Centre, and Maximum Management.

Admission to Full-Time Studies in the Advanced Certificate Program

Students entering the program on a full-time basis should arrange for an interview by contacting the Visual and Performing Arts Office by the end of March (for August), the end of October (for December), or the end of February (for April). Prior to the interview, students should forward to the Department their transcripts and a résumé and should complete an application to the College.

Admission to Open Courses and Part-Time Studies in the Advanced Certificate Program

Students may wish to take more time than scheduled to complete their program studies. If seats are available, it may be possible to design an individualized completion schedule. This is particularly suitable for those working in the field who want to upgrade their skills.

Students may register in individual courses subject to availability of seats and a successful interview. Contact the Visual and Performing Arts Office to arrange for an interview. Prior to the interview, students not currently enrolled at the College should forward to the Department their transcripts and a résumé and should complete an application to the College.

Fees

2001/2002

- Advanced Certificate: \$65/credit

A non-refundable deposit is required upon acceptance into the program. Fees are not refundable after the first day of classes.

Please Note: Fees are subject to change without notice.

Outcome: Certificate in the Advanced Arts and Entertainment Management Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			15.00
AEM. 340	Internal Practicum in Arts and Entertainment Management I	4.50	
AEM. 342	Management Seminar and External Practicum I	6.00	
AEM. 344	Computer Applications in Arts & Entertainment Administration	1.50	
AEM. 345	Public Relations, Marketing and Promotion	1.50	
AEM. 348	Arts Advocacy, Grantsmanship and Fundraising	1.50	
			15.00

SECOND TERM

Required Courses:

	Course Credits	Required Credits
AEM. 341	Internal Practicum in Arts and Entertainment Management II	4.50
AEM. 343	Management Seminar and External Practicum II	6.00
AEM. 346	Organizational Structures in Arts and Entertainment Management	1.50
AEM. 347	Financial Management in Arts and Entertainment	1.50
AEM. 349	Company and Tour Management	1.50
		15.00
Total Program Credits		30.00

BUSINESS ADMINISTRATION PROGRAMS

- A. BUSINESS ADMINISTRATION DIPLOMA PROGRAM**
- B. BUSINESS ADMINISTRATION ADVANCED DIPLOMA PROGRAM**
 - ACCOUNTING/FINANCE
 - GENERAL MANAGEMENT
 - MARKETING
- C. BUSINESS ADMINISTRATION CO-OPERATIVE EDUCATION DIPLOMA PROGRAM**
 - ACCOUNTING/FINANCE
 - BUSINESS COMPUTING
 - GENERAL MANAGEMENT
 - MARKETING
- D. BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE COMPLETION PROGRAM (B. C. OPEN UNIVERSITY)**
- E. COMPUTER SPECIALIST (DIPLOMA) PROGRAM (CSP)**
- F. EVENING CERTIFICATE PROGRAMS**
 - BUSINESS ADMINISTRATION CERTIFICATE
 - ADVANCED BUSINESS ADMINISTRATION CERTIFICATE
 - BUSINESS COMPUTING CERTIFICATE
- G. LOCAL GOVERNMENT ADMINISTRATION CERTIFICATE PROGRAM**
- H. RETAIL MARKETING CO-OP CERTIFICATE PROGRAM (RMCP)**
- I. PROFESSIONAL ACCOUNTING TRANSFER PACKAGE**
- J. ABORIGINAL FINANCIAL MANAGEMENT**

Department Chair: Charlene Hill

Faculty

- J.S. BROWNLEE-BAKER, BBA (SFU), MBA (Asia Pacific Institute)
- B. CAMPBELL, (Seneca), CNI
- A. CARTER, B.Sc., MBA (U of A, City U), CAN
- P. CUBBON, BA (Oxford), MBA (SFU)
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- A. GHASEMINEJAD, M.Sc., B.Sc. in EE; MCP+I, MCSE, A+, Network+

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- D. GOODWIN, MBA
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- R. MCBLANE, B.Ed., M.Ed. (U of A)
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- J. MOLENDYK, B.Tech. (BCIT)
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- G. NIKOLOV, UDE (Sofia), PhD (U of London)
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- R. O'CONNOR, B.Admin. (Ryerson), ISP, MCSE, MCT, CTT
- D. O'LEARY, BA Ed. (Memorial), Dip. Adult Ed. (Alberta), M. Ed. (UBC)
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- J. PENDYGRASSE, B.Sc., Teacher's Cert. (N.Dakota)
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Support Staff

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Contact

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General Information

The Department of Business Administration at Capilano College stresses a balanced combination of classroom learning and hands-on business education. Our instructors bring practical, up-to-date business knowledge to the classroom, sharing the expertise that has made them successful in the business community. Class sizes are limited, which allows faculty to maintain direct contact with all their students.

We continually review and update our programs according to market needs so that our graduates have the skills employers demand. A review of our programs by our Advisory Board, graduates, students and faculty led us to accentuate our training in problem-solving, written and verbal business presentations, and team work. This gives our graduates an edge in today's highly competitive job market, and gives them the expertise to succeed in the workplace of the future. Our graduates proceed to occupations such as:

- Accountant
- Advertising Account Manager
- Computer Programmer
- Entrepreneur
- Event Producer
- Financial Analyst
- Financial Planner
- Lending Officer
- Network Administrator
- Operations Manager
- Production Manager
- Promotion Manager
- Retail Specialist
- Research Coordinator
- Sales Representative/Sales Manager
- Store Manager/Owner
- Systems Analyst

In the past, many of our graduates have developed careers with large corporations such as Kellogg's, Hershey's, Chevron, I.C.B.C., BBDO Advertising, The Future Shop, Labatt Breweries, Brights Wines, B.C. Tel, B.C. Ferries, and B.C. Hydro. The entrepreneurial skills gained in the program have also led many graduates to administrative jobs in small and medium sized businesses such as Minerva Technologies, Seanix Technology Inc., Western System Controls, and Sierra Consulting.

Admission Requirements

- Grade 12 or equivalent with a minimum of C+ in English 12 and a C in "academic" Math 11, or
- Mature student status with successful completion of testing in English and/or Math skills.
- Submission of the Capilano College Application for Admission, official transcripts, and appropriate application fee to the Registrar's Office.
- Students currently enrolled in Grade 12 will be considered on the basis of interim grades.

Additional program admission requirements are found in the specific program descriptions.

Mature Students Status

Applicants who lack the minimum admission requirements may apply as a mature student provided they have not attended secondary school for at least two years. The Registrar's Office will consider a mature student status based on the student's written request listing educational intent along with details of other qualifications or experience and an academic transcript of education completed. Math 11, and/or English 12 upgrade and an interview may be required.

Mature students with significant business experience have the option of completing the Business Administration diploma in less than two years. This can be achieved by combining an increased term course load, with Prior Learning Assessment, or by attending school for four consecutive terms. A student wishing to complete their diploma in less than two years must consult a business administration faculty advisor for assistance with their program plan.

Business Administration Program

Start Dates

A student can commence studies in the Business Administration department in the fall (September), spring (January), or summer (May) terms. Most students complete the 60-credit Business Administration diploma program in two years.

Articulation Agreements

Secondary Schools

Formalized agreements have been articulated with the Burnaby, Coquitlam, Vancouver, North and West Vancouver, and Sunshine Coast school districts whereby:

Students attaining a B or better in Accounting 11 and Financial Accounting 12 can apply for dual credit for Capilano's BFIN 141 Accounting. Application forms are held by high school counselors and require high school instructor signatures.

University

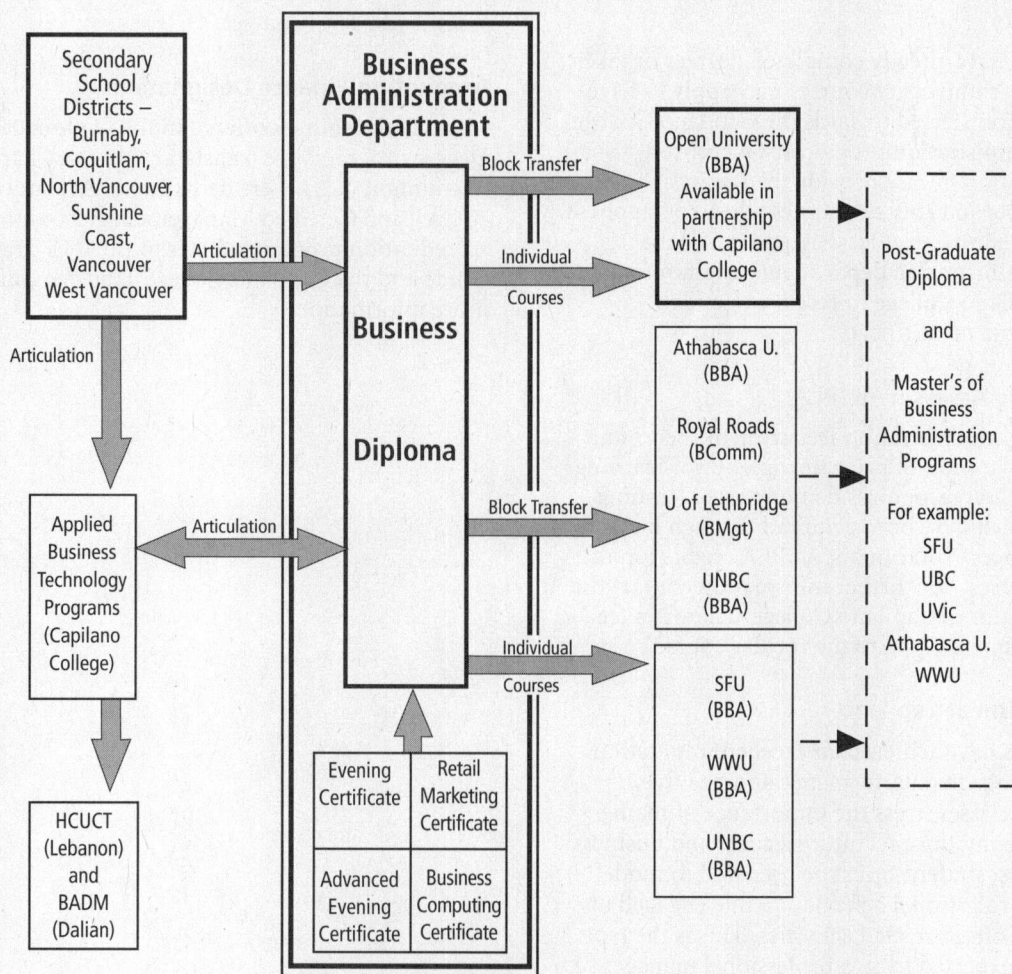
A block transfer agreement of 60 credits exists, for students who have completed the Business Administration diploma program, with the following universities: B. C. Open University, Royal Roads University, University of Northern British Columbia, Athabasca University, University of Lethbridge. Contact Richard Longworth in the Business Administration department for further information.

Program Flexibility

Whether you choose part-time or full-time studies in Business Administration, you will be able to accumulate credits toward a certificate, diploma, or degree. We have designed our programs to suit your needs as well as the needs of employers. The flexibility of our programs allows you to start with Capilano College, build your own educational package today, and continue to learn with us in the future. This "laddering" concept proves your education can be adapted to fit your changing environment and those of industry.

The Business Administration Department at Capilano offers a variety of programs from a Bachelor of Business Administration (BBA) degree (in partnership with B.C. Open University), to Co-op Education, Advanced Business, or Business Administration diplomas, to numerous certificates. Many courses are transferable from one credential to another, making it easier for students to advance to higher levels.

Articulation Agreements in the Business Administration Department at Capilano College



Business Administration Department Offerings

	OU BBA Degree Completion	Co-op and/or Advanced Diplomas	General Business Diplomas	Certificates
Level 4	30 credits	—	—	—
Level 3	30 credits	30 credits	—	—
Level 2	Up to 60 Block	30 credits	30 credits	—
Level 1	credits Min. 120 credits	30 credits 90 credits	30 credits 60 credits	↑
<div> <div>Accounting Computing General Mgt. Marketing</div> <div>CONCENTRATIONS</div> </div>				<div> <div>Retail Mkt. Co-op 33 cr. Advanced Evening 30 cr. Evening 18 cr. Business Computing 18 cr. Local Gov't Admin. Cert. 18 cr.</div> </div>

Transferability

Students who have already completed degrees or taken other college or university courses may apply to have those credits transferred towards the Capilano College Business Administration programs. To ensure a smooth transition, please provide the Registrar's Office with transcripts and course outlines when you apply. A student must complete at least 50 percent of the Business Administration department program requirements at Capilano College to receive a Capilano College diploma or certificate.

Prior Learning Assessment (PLA)

The Business Administration Department is committed to the recognition of prior learning. Prior learning assessment (PLA) recognizes demonstrated learning for credits which have been acquired through life or work experiences. You can obtain PLA credits for all first-level courses. For further information contact the PLA Coordinator at Capilano College. There is a fee for PLA assessment equal to the regular course costs.

Professionalism at Capilano

Our graduates have achieved an excellent reputation based on professional performance and positive attitude. Our classes stress the importance of maintaining that reputation. As future leaders and business administrators, students must be prepared to model appropriate professional behaviour while engaged in College and College-related activities. This is the type of behaviour expected from a professional manager or leader.

Costs

Students should be prepared for extra costs other than textbooks in some courses. These may include calculators, computer software, or specialized course-related kits.

Timetables

Students should not rely on the (F, S, Su) indicators associated with individual course descriptions when planning their personal timetable. You should use the Registrar's published timetable for the term or other timetable information from the Business Administration department to plan your timetable.

English Requirement

All Business Administration diploma students must complete the English 100 course, or equivalent, to graduate. To be eligible for English 100 you must have an A in English 12 or attain a suitable mark in the Language Proficiency Index (LPI) or the college administered English Diagnostic Test (EDT). See the EDT information in the Registration section in this Calendar. It is preferred that you take the English 100 course in the FIRST TERM or prior to completing your first year as it is a general prerequisite for all second year level courses.

Accounting/Finance Designations

Many of the courses offered in the Diploma and Degree programs are transferable to the Chartered Accountant (CA), Certified General Accountant (CGA), and Certified Management Accountant (CMA) accreditation programs. Refer to the B.C. Transfer Guide and the Capilano College Transfer Guide for more information.

A. BUSINESS ADMINISTRATION DIPLOMA PROGRAM

Graduates of the two-year Business Administration diploma program have the skills and knowledge required to be effective managers in a demanding and changing workplace. Our graduates have achieved an excellent reputation based on professional performance and positive attitude.

Our instructors bring practical, up-to-date business knowledge to the classroom, sharing the expertise that has made them successful in the business community. Class sizes are limited, which allows faculty to maintain direct contact with all their students.

The first year of the diploma program provides a solid foundation in general business knowledge with courses in accounting/finance, communications, marketing, computing, and organizational behavior. The second year offers the opportunity to concentrate in a particular area of specialization. Six of the 10 second-year courses are electives, four business electives and two academic electives. Use these electives to concentrate your studies, focus on career goals, or broaden your education.

Business electives must be courses offered by the Business Administration Department at Capilano College (BADM, BCPT, BFIN, BMKT, or IBUS courses). You can use the business electives to commence specialization in any of these management areas:

- Accounting / Finance
- Business Computing
- General Management
- Marketing

Academic electives must be university transfer courses. Non-university transfer courses will be considered only if prior approval is granted from the chair of the business administration department.

Flexibility is a key aspect of all our program offerings. You have the option of completing your Business Administration diploma on a full-time or part-time basis, depending upon your needs. As your needs and those of employers' change, we are able to respond with customized education packages that enable you to "ladder" into different areas or levels of specialization. This includes the option to obtain an Advanced Diploma or Co-op Diploma specializing in Accounting/Finance, General Management, or Marketing or the option to obtain a Bachelor of Business Administration degree at Capilano College through the B.C. Open University or through selected articulated universities.

A full-time course load provides a minimum of 20 instructional hours weekly (typically, one course equals 4 instructional hours). We suggest that at least 40 hours weekly of outside studies and preparation time will be required.

Admission Requirements

- Grade 12 or equivalent with a minimum of C+ in English 12 and a C in "academic" Math 11, or
- Mature student status with successful completion of testing in English and/or Math skills.
- Submission of the Capilano College Application for Admission, official transcripts, and appropriate application fee to the Registrar's Office.
- Students currently enrolled in Grade 12 will be considered on the basis of interim grades.

Program Profile

Students must complete all first year courses prior to taking second year courses. If necessary, any remaining first year courses can be taken concurrently in the second year, first term.

BUSINESS ADMINISTRATION 1ST YEAR PROGRAM

Outcome: Ladder to Diploma-level programs

Represents the first step in laddering to the Business Admin Programs, Business Co-op, Computing Co-op

FIRST TERM			Course Credits	Required Credits
Required Courses:				15.00
BADM 101	Management		3.00	
BADM 106	Organizational Behaviour		3.00	
BCPT 121	Business Computing I		3.00	
BFIN 141	Accounting		3.00	
ENGL 100	Composition		3.00	
				15.00
SECOND TERM			Course Credits	Required Credits
Required Courses:				12.00
BADM 102	Quantitative Methods		3.00	
BCPT 122	Business Computing II		3.00	
BMKT 161	Marketing **		3.00	
CMNS 220	Advanced Business Writing and Editing		3.00	
Choose 'Required Credits' from the following list:				3.00
BADM 107	Business Law I*		3.00	
BFIN 142	Financial Accounting I		3.00	
				15.00
Total Program Credits				30.00

* Students planning to concentrate their studies in Accounting/Finance must take Financial Accounting I (BFIN 142) during their second term of the first year in place of Business Law I (BADM 107). They will then take Business Law I (BADM 107) in the second year as a business elective.

** Students may take Marketing (BMKT 161) in the first year, first term and Accounting (BFIN 141) in the first year, second term.

BUSINESS ADMINISTRATION PROGRAM

Outcome: Diploma in the Business Administration Program

You must complete the Business Administration 1st Year Program (30 credits) before entering 2nd year.

SECOND YEAR		Course Credits	Required Credits
Required Courses:			12.00
BADM 201	Business Information Systems	3.00	
BADM 210	Business Statistics	3.00	
BFIN 241	Finance for Managers	3.00	
ECON 111	Principles of Microeconomic Theory	3.00	
Choose 'Required Credits' from the following list:			12.00
BADM 107	Business Law I	3.00	
BADM 268	Entrepreneurship/Small Business Management	3.00	
BADM 301	Operations Management	3.00	
BADM 302	Human Resource Management	3.00	
BADM 303	Industrial Relations	3.00	
BADM 304	Strategic Management	3.00	
BADM 305	Leadership	3.00	
BADM 307	Advanced Business Law II	3.00	
BADM 310	Quantitative Methods III	3.00	
BCPT 221	Business Computing III - Electronic Commerce	3.00	
BFIN 142	Financial Accounting I	3.00	
BFIN 244	Management Accounting	3.00	
BFIN 249	Accounting Microcomputer Applications	3.00	
BFIN 341	Cost Accounting I	3.00	
BFIN 342	Cost Accounting II	3.00	
BFIN 346	Financial Accounting II	3.00	
BFIN 347	Financial Accounting III	3.00	
BFIN 350	Advanced Financial Management	3.00	
BFIN 351	Taxation	3.00	
BMKT 168	Introduction to e-Commerce Concepts	3.00	
BMKT 261	Advertising	3.00	
BMKT 263	Professional Selling Skills	3.00	
BMKT 360	Marketing Research	3.00	
BMKT 364	Consumer Behaviour	3.00	
BMKT 365	Marketing Strategies and Decisions	3.00	
IBUS 321	International Business	3.00	
IBUS 334	Communication and Culture in International Business	3.00	
IBUS 357	International Marketing	3.00	
Choose 6.00 credits of Academic Electives			6.00
			30.00
Total Program Credits			30.00

Students planning to continue their studies beyond the two-year diploma should complete the following business electives in the second year.

ACCOUNTING/FINANCE		Credits
BADM 107	Business Law	3.0
BFIN 341	Cost Accounting I	3.0
BFIN 342	Cost Accounting II	3.0
GENERAL MANAGEMENT		Credits
BFIN 244	Management Accounting	3.0
MARKETING		Credits
BMKT 261	Advertising	3.0
BMKT 263	Professional Selling Skills	3.0
BMKT 360	Marketing Research	3.0

Credential

Diploma in Business Administration (60 credits).
Business Administration diploma graduates may be eligible to obtain up to a 60-credit block transfer toward a business degree (Bachelor of Business Administration) at Capilano College through the B.C. Open University. Diploma graduates may also be eligible to obtain up to a 60-credit block transfer toward undergraduate degrees at the following universities: University of Northern B.C., Royal Roads University, University of Lethbridge and Athabasca University.

Contact

Business Administration Department
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B. BUSINESS ADMINISTRATION – ADVANCED DIPLOMA PROGRAM

Students wanting more concentrated business knowledge may complete the Advanced Business diploma. You will establish your area of specialization and gain specific training pertinent to management practices in General Management, Accounting or Marketing.

The 90-credit Advanced diploma requires 30 credits in addition to a Business Administration diploma. These 30 credits consist of two core courses, six upper level business electives, and two academic electives.

Business electives offered in this program can be any business administration course. Academic electives are any university transfer course. If you also plan to pursue the B.C. Open University's Bachelor of Business Administration (BBA) degree, you should carefully choose your electives to fit the BBA degree requirements.

You may complete a second option (an additional 15 credits) for any Advanced Business Administration Diploma in the following ways:

1. Complete the core courses, plus all the courses required for both advanced business diploma options. (You must complete at least 15 additional credits for the second option.) Indicate on a Request for Evaluation Form, that you wish to be evaluated for two options, and state what the options are. If you have successfully completed all courses, your diploma will then list both options you have completed. In addition, your permanent student record and transcript will bear this information.
2. You may complete a second option for an Advanced Diploma at a subsequent time. Simply complete the additional courses (minimum 15 credits) in another option. Once you complete these courses, submit a Request for Evaluation together with your original diploma. Your diploma will then be reissued to list both options.

Admission Requirements

Advanced Business Diploma

- Business Administration Diploma (60 credits).

Outcome: Diploma in the Business Administration - Advanced Accounting Program

CORE COURSE	Course Credits	Required Credits
Required Courses:		3.00
BADM 304 Strategic Management	3.00	
Choose 'Required Credits' from the following list:		3.00
IBUS 321 International Business	3.00	
IBUS 334 Communication and Culture in International Business	3.00	
Choose 6.00 credits of Academic Electives		6.00
		12.00

ACCOUNTING SPECIALIZATION

	Course Credits	Required Credits
Choose 'Required Credits' from the following list:		3.00
BADM 268 Entrepreneurship/Small Business Management	3.00	
BADM 301 Operations Management	3.00	
BADM 302 Human Resource Management	3.00	
BADM 303 Industrial Relations	3.00	
BADM 305 Leadership	3.00	
BADM 307 Advanced Business Law II	3.00	
BADM 310 Quantitative Methods III	3.00	
BCPT 221 Business Computing III - Electronic Commerce	3.00	
BMKT 168 Introduction to E-Commerce Concepts	3.00	
BMKT 261 Advertising	3.00	
BMKT 263 Professional Selling Skills	3.00	
BMKT 360 Marketing Research	3.00	
BMKT 364 Consumer Behaviour	3.00	
BMKT 365 Marketing Strategies and Decisions	3.00	
IBUS 321 International Business	3.00	
IBUS 334 Communication and Culture in International Business	3.00	
IBUS 357 International Marketing	3.00	
Choose 'Required Credits' from the following list:		15.00
BFIN 244 Management Accounting	3.00	
BFIN 249 Accounting Microcomputer Applications	3.00	
BFIN 341 Cost Accounting I	3.00	
BFIN 342 Cost Accounting II	3.00	
BFIN 346 Financial Accounting II	3.00	
BFIN 347 Financial Accounting III	3.00	
BFIN 350 Advanced Financial Management	3.00	
BFIN 351 Taxation	3.00	
		18.00
Total Program Credits		30.00

**Outcome: Diploma in the Business Administration -
Advanced General Management
Program**

CORE COURSES	<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:		3.00
BADM 304 Strategic Management	3.00	
Choose 'Required Credits' from the following list:		3.00
IBUS 321 International Business	3.00	
IBUS 334 Communication and Culture in International Business	3.00	
Choose 6.00 credits of Academic Electives		6.00
		12.00
GENERAL MANAGEMENT SPECIALIZATION	<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:		9.00
BADM 301 Operations Management	3.00	
BADM 302 Human Resource Management	3.00	
BFIN 244 Management Accounting	3.00	
Choose 'Required Credits' from the following list:		9.00
BADM 268 Entrepreneurship/Small Business Management	3.00	
BADM 303 Industrial Relations	3.00	
BADM 305 Leadership	3.00	
BADM 307 Advanced Business Law II	3.00	
BADM 310 Quantitative Methods III	3.00	
BCPT 221 Business Computing III - Electronic Commerce	3.00	
BFIN 142 Financial Accounting I	3.00	
BFIN 249 Accounting Microcomputer Applications	3.00	
BFIN 341 Cost Accounting I	3.00	
BFIN 342 Cost Accounting II	3.00	
BFIN 346 Financial Accounting II	3.00	
BFIN 347 Financial Accounting III	3.00	
BFIN 350 Advanced Financial Management	3.00	
BFIN 351 Taxation	3.00	
BMKT 168 Introduction to E-Commerce Concepts	3.00	
BMKT 261 Advertising	3.00	
BMKT 263 Professional Selling Skills	3.00	
BMKT 360 Marketing Research	3.00	
BMKT 364 Consumer Behaviour	3.00	
BMKT 365 Marketing Strategies and Decisions	3.00	
IBUS 321 International Business	3.00	
IBUS 334 Communication and Culture in International Business	3.00	
IBUS 357 International Marketing	3.00	
		18.00
Total Program Credits		30.00

**Outcome: Diploma in the Business Administration -
Advanced Marketing Program**

CORE COURSES	<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:		3.00
BADM 304 Strategic Management	3.00	
Choose 'Required Credits' from the following list:		3.00
IBUS 321 International Business	3.00	
IBUS 334 Communication and Culture in International Business	3.00	
Choose 6.00 credits of Academic Electives		6.00
		12.00
MARKETING SPECIALIZATION	<i>Course Credits</i>	<i>Required Credits</i>
Choose 'Required Credits' from the following list:		9.00
BADM 268 Entrepreneurship/Small Business Management	3.00	
BADM 301 Operations Management	3.00	
BADM 302 Human Resource Management	3.00	
BADM 303 Industrial Relations	3.00	
BADM 304 Strategic Management	3.00	
BADM 305 Leadership	3.00	
BADM 307 Advanced Business Law II	3.00	
BADM 310 Quantitative Methods III	3.00	
BCPT 221 Business Computing III - Electronic Commerce	3.00	
BFIN 142 Financial Accounting I	3.00	
BFIN 244 Management Accounting	3.00	
BFIN 249 Accounting Microcomputer Applications	3.00	
BFIN 341 Cost Accounting I	3.00	
BFIN 342 Cost Accounting II	3.00	
BFIN 346 Financial Accounting II	3.00	
BFIN 347 Financial Accounting III	3.00	
BFIN 350 Advanced Financial Management	3.00	
BFIN 351 Taxation	3.00	
BMKT 168 Introduction to E-Commerce Concepts	3.00	
BMKT 364 Consumer Behaviour	3.00	
BMKT 365 Marketing Strategies and Decisions	3.00	
BMKT 369 E-Commerce and Marketing	3.00	
IBUS 321 International Business	3.00	
IBUS 334 Communication and Culture in International Business	3.00	
IBUS 357 International Marketing	3.00	
Choose 'Required Credits' from the following list:		9.00
BMKT 168 Introduction to E-Commerce Concepts	3.00	
BMKT 364 Consumer Behaviour	3.00	
BMKT 365 Marketing Strategies and Decisions	3.00	
BMKT 367 Promotion Strategy and Analysis	3.00	
BMKT 369 E-Commerce and Marketing	3.00	
IBUS 357 International Marketing	3.00	
		18.00
Total Program Credits		30.00

Credentials

Business Administration Advanced Diploma

- Designations: Accounting, General Management, or Marketing

Contact

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Web site: www.capcollege.bc.ca/badm/bba.html

C. BUSINESS ADMINISTRATION CO-OPERATIVE EDUCATION DIPLOMA PROGRAM

Co-operative (Co-op) Education is a program that integrates classroom study with related on-the-job work experience. On-campus study alternates with periods of paid work experience.

After completing the first year of the Business Administration diploma program, students then complete four school terms and two work terms. Students are able to concentrate their studies in Accounting/Finance, Business Computing, General Management, or Marketing.

Co-op education is a three-way partnership among students, employers and the College, with benefits for each partner.

Student Benefits

- Gain up to eight months of valuable work experience.
- Earn a salary to help with educational costs.
- Exposed to different jobs integrating classroom study with on-the-job experience.
- Develop a network of contacts to enhance future employment possibilities.

Employer Benefits

- Gain a highly motivated employee with good general and specialized skills.
- Able to evaluate a co-op student as a potential employee.
- Provide input to the College, helping it to keep current and responsive in today's constantly changing market place.

College Benefits

- Gain valuable input from business, industry and government that is used to maintain program excellence.

Admission Requirements

Selection of students for the Business Administration Co-op Program is based on:

1. Completion of the first year of the Business Administration Diploma program (30 credits). Courses completed at other institutions may be acceptable.
2. Minimum cumulative grade point average of 2.67 (calculated on Business Administration program courses).
3. References from two Business Administration instructors.
4. Interview with the Co-op Education Coordinator.

Selection is competitive and space in the Co-op program is limited.

Co-op Work Term Eligibility

Students admitted to the Business Administration Co-op Diploma program in September will be eligible to participate in a co-op work placement the following summer (May to August). Prior to registering in Work Placement I (BADM 299), students must:

1. Attend the co-op pre-employment seminar series.
2. Maintain a minimum grade point average of 2.0.
3. Successfully complete 60 credits (30 credits from the first year Business Administration Diploma program and 30 credits from the first year of the co-op program).

Obtaining a co-op work placement is a joint effort by the students and the Co-op Education Coordinator. While every effort is made to secure work placements for eligible co-op students, admission to the co-op program does not guarantee work placements.

BUSINESS ADMINISTRATION CO-OPERATIVE EDUCATION DIPLOMA PROGRAMS

Outcome: Diploma in the Business Administration - Marketing Co-op Program

You must complete the Business Administration Program First Year Program (30 credits) before entering the Co-op Program.

CO-OP YEAR 1		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			15.00
BADM 201	Business Information Systems	3.00	
BADM 210	Business Statistics	3.00	
BADM 299	Co-op Placement I	3.00	
BFIN 241	Finance for Managers	3.00	
ECON 111	Principles of Microeconomic Theory	3.00	
Required Courses:			9.00
BMKT 261	Advertising	3.00	
BMKT 263	Professional Selling Skills	3.00	
BMKT 360	Marketing Research	3.00	
Choose 'Required Credits' from the following list:			3.00
BADM 268	Entrepreneurship/Small Business Management	3.00	
BADM 305	Leadership	3.00	
BADM 307	Advanced Business Law II	3.00	
BADM 310	Quantitative Methods III	3.00	
BCPT 221	Business Computing III - Electronic Commerce	3.00	
BFIN 142	Financial Accounting I	3.00	
BFIN 244	Management Accounting	3.00	
BFIN 249	Accounting Microcomputer Applications	3.00	
BFIN 341	Cost Accounting I	3.00	
BFIN 342	Cost Accounting II	3.00	
BFIN 346	Financial Accounting II	3.00	
BFIN 347	Financial Accounting III	3.00	
BFIN 350	Advanced Financial Management	3.00	
BFIN 351	Taxation	3.00	
IBUS 321	International Business	3.00	
IBUS 357	International Marketing	3.00	
Choose 6.00 credits of Academic Electives			6.00
			33.00

CO-OP YEAR 2

Required Courses:

BADM 304	Strategic Management	3.00
BADM 399	Co-op Placement II	3.00

Choose 'Required Credits' from the following list: **3.00**

BADM 302	Human Resource Management	3.00
BADM 303	Industrial Relations	3.00

Choose 'Required Credits' from the following list: **6.00**

BMKT 364	Consumer Behaviour	3.00
BMKT 365	Marketing Strategies and Decisions	3.00
BMKT 367	Promotion Strategy and Analysis	3.00
BMKT 369	e-Commerce and Marketing	3.00
IBUS 321	International Business	3.00
IBUS 334	Communication and Culture in International Business	3.00
IBUS 357	International Marketing	3.00

Choose 'Required Credits' from the following list: **3.00**

IBUS 321	International Business	3.00
IBUS 334	Communication and Culture in International Business	3.00

Choose 'Required Credits' from the following list: **3.00**

BADM ###	300 level business elective	3.00
BFIN ###	300 level business elective	3.00
BMKT ###	300 level business elective	3.00
IBUS ###	300 level business elective	3.00

Choose 6.00 credits of Academic Electives **6.00**

		27.00
Total Program		60.00

Outcome: Diploma in the Business Administration - Accounting Co-op Program

You must complete the Business Administration Program First Year Program (30 credits) before entering the Co-op Program.

CO-OP YEAR 1		Course Credits	Required Credits
Required Courses:			24.00
BADM 201	Business Information Systems	3.00	
BADM 210	Business Statistics	3.00	
BADM 299	Co-op Placement I	3.00	
BFIN 241	Finance for Managers	3.00	
BFIN 249	Accounting Microcomputer Applications	3.00	
BFIN 341	Cost Accounting I	3.00	
BFIN 342	Cost Accounting II	3.00	
ECON 111	Principles of Microeconomic Theory	3.00	
Choose 'Required Credits' from the following list:			3.00
BADM 107	Business Law I	3.00	
BFIN 142	Financial Accounting I	3.00	
Choose 6.00 credits of Academic Electives			6.00
			33.00
CO-OP YEAR 2		Course Credits	Required Credits
Required Courses:			15.00
BADM 304	Strategic Management	3.00	
BADM 399	Co-op Placement II	3.00	
BFIN 346	Financial Accounting II	3.00	
BFIN 347	Financial Accounting III	3.00	
BFIN 351	Taxation	3.00	
Choose 'Required Credits' from the following list:			3.00
IBUS 321	International Business	3.00	
IBUS 334	Communication and Culture in International Business	3.00	
Choose 'Required Credits' from the following list:			3.00
BADM 301	Operations Management	3.00	
BADM 302	Human Resource Management	3.00	
BADM 303	Industrial Relations	3.00	
BADM 305	Leadership	3.00	
BADM 307	Advanced Business Law II	3.00	
BADM 310	Quantitative Methods III	3.00	
BMKT 360	Marketing Research	3.00	
BMKT 364	Consumer Behaviour	3.00	
BMKT 365	Marketing Strategies and Decisions	3.00	
BMKT 367	Promotion Strategy and Analysis	3.00	
BMKT 369	E-Commerce and Marketing	3.00	
IBUS 321	International Business	3.00	
IBUS 334	Communication and Culture in International Business	3.00	
IBUS 357	International Marketing	3.00	
Choose 6.00 credits of Academic Electives			6.00
			27.00
Total Program			60.00

Outcome: Diploma in the Business Administration - General Management Co-op Program

You must complete the Business Administration Program First Year Program (30 credits) before entering the Co-op Program.

CO-OP YEAR 1		Course Credits	Required Credits
Required Courses:			18.00
BADM 201	Business Information Systems	3.00	
BADM 210	Business Statistics	3.00	
BADM 299	Co-op Placement I	3.00	
BFIN 241	Finance for Managers	3.00	
BFIN 244	Management Accounting	3.00	
ECON 111	Principles of Microeconomic Theory	3.00	
Choose 'Required Credits' from the following list:			9.00
BADM 268	Entrepreneurship/Small Business Management	3.00	
BADM 302	Human Resource Management	3.00	
BADM 303	Industrial Relations	3.00	
BADM 305	Leadership	3.00	
BADM 307	Advanced Business Law II	3.00	
BADM 310	Quantitative Methods III	3.00	
BCPT 221	Business Computing III - Electronic Commerce	3.00	
BFIN 142	Financial Accounting I	3.00	
BFIN 249	Accounting Microcomputer Applications	3.00	
BFIN 341	Cost Accounting I	3.00	
BFIN 342	Cost Accounting II	3.00	
BFIN 346	Financial Accounting II	3.00	
BFIN 347	Financial Accounting III	3.00	
BFIN 350	Advanced Financial Management	3.00	
BFIN 351	Taxation	3.00	
BMKT 168	Introduction to E-Commerce Concepts	3.00	
BMKT 261	Advertising	3.00	
BMKT 263	Professional Selling Skills	3.00	
BMKT 360	Marketing Research	3.00	
BMKT 364	Consumer Behaviour	3.00	
BMKT 365	Marketing Strategies and Decisions	3.00	
BMKT 367	Promotion Strategy and Analysis	3.00	
BMKT 369	E-Commerce and Marketing	3.00	
IBUS 321	International Business	3.00	
IBUS 334	Communication and Culture in International Business	3.00	
IBUS 357	International Marketing	3.00	
Choose 6.00 credits of Academic Electives			6.00
			33.00

CO-OP YEAR 2		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			9.00
BADM 301	Operations Management	3.00	
BADM 304	Strategic Management	3.00	
BADM 399	Co-op Placement II	3.00	
Choose 'Required Credits' from the following list:			6.00
BADM 305	Leadership	3.00	
BADM 307	Advanced Business Law II	3.00	
BADM 310	Quantitative Methods III	3.00	
BFIN 341	Cost Accounting I	3.00	
BFIN 342	Cost Accounting II	3.00	
BFIN 346	Financial Accounting II	3.00	
BFIN 347	Financial Accounting III	3.00	
BFIN 350	Advanced Financial Management	3.00	
BFIN 351	Taxation	3.00	
BMKT 360	Marketing Research	3.00	
BMKT 364	Consumer Behaviour	3.00	
BMKT 365	Marketing Strategies and Decisions	3.00	
BMKT 367	Promotion Strategy and Analysis	3.00	
IBUS 321	International Business	3.00	
IBUS 357	International Marketing	3.00	
Choose 'Required Credits' from the following list:			3.00
IBUS 321	International Business	3.00	
IBUS 334	Communication and Culture in International Business	3.00	
Choose 'Required Credits' from the following list:			3.00
BADM 302	Human Resource Management	3.00	
BADM 303	Industrial Relations	3.00	
Choose 6.00 credits of Academic Electives			6.00
			27.00
Total Program			60.00

Outcome: Diploma in the Business Administration - Business Computing Co-op Program

You must complete the Business Administration Program First Year Program (30 credits) before entering the Co-op Program.

(SEPTEMBER-DECEMBER) CO-OP YEAR 1		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			15.00
BCOP 131	Introduction to Programming and Programming Logic	3.00	
BCOP 171	Developmental Tools of Information Systems	3.00	
BCOP 206	Accounting For Managers	3.00	
BCOP 240	Micro-Computer Hardware And Software	3.00	
BCOP 351	Network I	3.00	
			15.00

(JANUARY-APRIL)		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			15.00
BCOP 204	Business Computing III	3.00	
BCOP 214	Business Computing IV	3.00	
BCOP 231	Data Management	3.00	
BCOP 352	Network II	3.00	
CMPT 184	Visual Basic	3.00	
			15.00

(MAY-AUGUST)		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			3.00
BADM 299	Co-op Placement I	3.00	
			3.00

(SEPTEMBER-DECEMBER) YEAR 2		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			15.00
BCOP 205	Applied Statistics For Business	3.00	
BCOP 353	Network III	3.00	
BCOP 470	SQL Server Administration	3.00	
CMPT 230	Operating Systems	3.00	
CMPT 289	Systems Implementation	3.00	
			15.00

(JANUARY-APRIL)		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			3.00
BADM 399	Co-op Placement II	3.00	
			3.00

(MAY-JUNE)		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			9.00
BADM 304	Strategic Management	3.00	
BCOP 325	Novell Operating System	3.00	
BCOP 354	Network IV	3.00	
			9.00
Total Program Credits			60.00

In the dynamic world of computing, nothing is static. As a result, we are constantly improving and updating the Business Computing Co-op program in a balanced manner. We strive to blend the mainstream of information processing with the leading edge of the emerging technologies. Therefore, the components of the program and the details of the courses are subject to change. This is especially true of the Networking and Business Computing courses.

Credentials

- Diploma in Business Administration
- Business Administration Co-op Diploma (Accounting/Finance, General Management, or Marketing designation), or
- Business Computing Diploma with Co-op Designation

Contact

Accounting/Finance, General Management or Marketing Co-op

John Brownlee-Baker, Coordinator

Office: 312, Cedar building

Tel: 604.984.1742

Fax: 604.984.1734

E-mail: jbrownle@capcollege.bc.ca

Web site: www.capcollege.bc.ca/co-op/

Business Computing Program

Riley O'Connor, BCOP Coordinator

Office: 366, Cedar building

Tel: 604.986.1911, ext. 2055

Fax: 604.984.1734

E-mail: roconnor@capcollege.bc.ca

Web site: www.capcollege.bc.ca/co-op/

John Boylan, Co-op Assistant

Office: 338, Cedar building

Tel: 604.983.7557

Fax: 604.984.1734

E-mail: jboylan@capcollege.bc.ca

Web site: www.capcollege.bc.ca/co-op/

D. BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE COMPLETION PROGRAM (BRITISH COLUMBIA OPEN UNIVERSITY)

Capilano College business diploma graduates have the option of pursuing the B.C. Open University's Bachelor of Business Administration (BBA) degree. Through a collaborative arrangement between Capilano College and B. C. Open University, courses required to meet BBA degree requirements are offered at the College. Thus, degree completion requirements may be met by taking approved business and academic elective courses at Capilano College or courses offered by the B.C. Open University.

Business Administration graduates may be eligible for a block transfer of up to 60 credits toward the BBA degree.

In addition, most 300 level business courses transfer to the B.C. Open University for upper level credit.

Admission Requirements

To be eligible for the full block transfer of 60 credits toward the Bachelor of Business Administration graduates must meet the following requirements:

- Appropriate Capilano College Business Administration diploma
- Minimum diploma GPA of 2.67 (70% or B-)
- Minimum grade of 60% or C- for introductory courses in economics and statistics
- Completion of specific course requirements within the diploma program

Diploma holders with an overall GPA of less than 2.67 or who have graduated seven or more years ago may also apply to the B.C. Open University for entry into the degree completion program. These students may receive a reduced block transfer.

The block transfer is available to recent graduates. Students who graduated prior to 1993 will have their programs individually reviewed and may need to take additional courses to make up for any deficiencies in the block transfer. Students may also have to make up some courses if they received exemptions in the Capilano College program or do not meet grade requirements as listed below.

Outcome: Transfer to Bachelor of Business Administration at OLA

Completion of the Business Administration (60 credit) Diploma is required before entering the Bachelor of Business Administration Degree Program.

REQUIRED BBA COURSES		Course Credits	Required Credits
Required Courses:			12.00
ADMN 460	Business and Society (BC Open University course)	3.00	
ADMN 465	Managerial Decision Making (BC Open University course)	3.00	
ADMN 466	Managing Change (BC Open University course)	3.00	
ADMN 470	Business Policy and Strategy (BC Open University course)	3.00	
Required Courses:			15.00
BADM 301	Operations Management	3.00	
BADM 310	Quantitative Methods III	3.00	
ECON 112	Principles of Macroeconomic Theory	3.00	
ECON 207	Managerial Economics	3.00	
MATH 108	Calculus I for Business and Social Sciences	3.00	
Choose 'Required Credits' from the following list:			3.00
BADM 302	Human Resource Management	3.00	
BADM 303	Industrial Relations	3.00	
Choose 'Required Credits' from the following list:			15.00
BADM 302	Human Resource Management	3.00	
BADM 303	Industrial Relations	3.00	
BADM 304	Strategic Management	3.00	
BADM 305	Leadership	3.00	

		<i>Course Credits</i>	<i>Required Credits</i>
BADM 307	Advanced Business Law II	3.00	
BFIN 341	Cost Accounting I	3.00	
BFIN 342	Cost Accounting II	3.00	
BFIN 346	Financial Accounting II	3.00	
BFIN 347	Financial Accounting III	3.00	
BFIN 350	Advanced Financial Management	3.00	
BFIN 351	Taxation	3.00	
BMKT 360	Marketing Research	3.00	
BMKT 364	Consumer Behaviour	3.00	
BMKT 365	Marketing Strategies and Decisions	3.00	
BMKT 369	E-Commerce and Marketing	3.00	
IBUS 321	International Business	3.00	
IBUS 334	Communication and Culture in International Business	3.00	
IBUS 357	International Marketing	3.00	
Choose 'Required Credits' from the following list:			3.00
ENGL 103	Studies in Contemporary Literature	3.00	
ENGL 104	Fiction	3.00	
ENGL 105	Poetry	3.00	
ENGL 106	Drama	3.00	
ENGL 200	English Literature to 1660	3.00	
ENGL 201	English Literature Since 1660	3.00	
ENGL 202	Canadian Literature - Beginnings to Modernism	3.00	
ENGL 203	Canadian Literature - Modernism and Beyond	3.00	
ENGL 205	Modern American Literature	3.00	
ENGL 208	Studies in Fiction (The Novel)	3.00	
ENGL 209	Studies in Poetry	3.00	
ENGL 210	Studies In Drama	3.00	
ENGL 211	Studies in Short Fiction	3.00	
ENGL 212	Traditions in Western Literature	3.00	
ENGL 213	Readings in World Literature	3.00	
Choose 12.00 credits of Academic Electives			12.00
			60.00
Total Program Credits			60.00

Credential

- Bachelor of Business Administration Degree

Contact

B.C. Open University's Education Information
Services

Tel: 604.431.3300 or 1.800.663.9711

Capilano College BBA Advisor

Tel: 604.984.4960

Fax: 604.984.1734

Web site: www.capcollege.bc.ca/badm/bba.html

E. COMPUTER SPECIALIST PROGRAM (CSP)

The Computer Specialist Program is designed for people with business and computer experience who want to join the rapidly expanding field of business computing.

Capilano College has developed this unique business computing program to address the challenge of emerging electronic commerce through microcomputers, business information systems, database management, and networking.

This is an in-depth, ten-month program that starts in January each year. The program is offered in two-month segments to enable you to concentrate more intensely over a shorter period of time.

The material covered in this program is challenging and the workload is demanding. Students spend approximately 32 hours per week in a classroom and up to 100 hours reading and completing assignments. Every three-credit course in the program requires eight hours of lectures and/or labs per week (four courses every two months equates to 32 hours per week).

A Windows 2000 capable computer is essential to complete computer assignments.

Program and 'Kit' fees are non-refundable.

Nothing is static in the dynamic world of computing. As a result, we are constantly improving and updating the Computer Specialists program. We strive to blend the main stream of data processing with leading edge emerging technologies in a balanced way. Therefore, the components of the program and the details of the courses are subject to adjustment without notice.

Admission Requirements

- University degree or college diploma with some work experience, or
- High school diploma (Math 11 and English 12, or equivalent) with five to seven years of work experience.
- Attendance at an information session, held March through November, during which a logic, English, and math diagnostic test will be conducted. Bring a résumé, transcripts, and a letter of intent.
- Submission of the Capilano College Application for Admission, official transcripts, and appropriate application fee to the Registrar's Office.

Outcome: Diploma in the Business Administration - Computer Specialist Program

FIRST TERM (JANUARY-FEBRUARY)		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			12.00
BCOP 240	Micro-Computer Hardware and Software	3.00	
BCOP 351	Network I	3.00	
CMPT 180	Microcomputer Applications I	3.00	
CMPT 182	Introduction to Systems	3.00	
			12.00
FIRST TERM (MARCH-APRIL)		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			12.00
BCOP 352	Network II	3.00	
CMPT 184	Visual Basic	3.00	
CMPT 191	Accounting for Managers I	3.00	
CMPT 222	Microcomputer Applications II	3.00	
			12.00
SECOND TERM (MAY-JUNE)		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			12.00
BCOP 204	Business Computing III	3.00	
BCOP 231	Data Management	3.00	
BCOP 353	Network III	3.00	
CMPT 223	Microcomputer Applications III	3.00	
			12.00
SECOND TERM (JULY-AUGUST)		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			12.00
BCOP 325	Novell Operating System	3.00	
BCOP 354	Network IV	3.00	
BCOP 470	SQL Server Administration	3.00	
BMKT 160	Marketing	3.00	
			12.00
THIRD TERM (SEPTEMBER-OCTOBER)		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			6.00
BADM 304	Strategic Management	3.00	
CMPT 289	Systems Implementation	3.00	
			6.00
PLA CREDITS		<i>Course Credits</i>	<i>Required Credits</i>
6.00 credits of Prior Learning Assessment			6.00
			6.00
Total Program Credits			60.00

Credentials

- Diploma in Business Administration

Augmented by self-study, graduates will be eligible to write the following industry certifications:

- Microsoft Certified Professional (MCP)
- Microsoft Certified Systems Engineer (MCSE)
- Certified Novell Administrator (CNA)

Contact

For a brochure and details, contact:

Tony Carter

Tel: 604.984.4960, ext. 2359

Fax: 604.984.1734

E-mail: tcarter@capcollege.bc.ca

Web site: www.capcollege.bc.ca/dept/badm/bcp/csp_overview.html

F. EVENING CERTIFICATE PROGRAMS

The courses in these programs will teach the student basic managerial skills that are of practical value in a wide variety of jobs. Classes are conducted by Department faculty and industry specialists and offered Monday through Thursday evenings. Evening courses commence in the fall term (September), spring term (January), and summer term (May/June) each year.

You can select from courses that interest you to courses that enhance your career. A variety of business administration 100, 200, and 300 level business courses are offered in the evenings during the fall, spring, and summer terms. Only a limited number of 300 level business courses are available during the summer term.

Credits from these certificate programs can ladder into the business administration diploma programs.

Admission Requirements

- Submission of the Capilano College Application for Admission, official transcripts, and appropriate application fee to the Registrar's Office.

BUSINESS ADMINISTRATION PROGRAM

Outcome: Certificate in the Business Administration Program

REQUIRED COURSES		Course Credits	Required Credits
Required Courses:			6.00
BADM 101	Management	3.00	
BMKT 161	Marketing	3.00	
Choose 'Required Credits' from the following list:			12.00
BADM 102	Quantitative Methods	3.00	
BADM 106	Organizational Behaviour	3.00	
BADM 107	Business Law I	3.00	
BADM 268	Entrepreneurship/Small Business Management	3.00	
BADM 301	Operations Management	3.00	
BADM 302	Human Resource Management	3.00	
BADM 303	Industrial Relations	3.00	
BADM 304	Strategic Management	3.00	
BADM 305	Leadership	3.00	
BADM 307	Advanced Business Law II	3.00	
BADM 310	Quantitative Methods III	3.00	
BCPT 121	Business Computing I	3.00	
BCPT 122	Business Computing II	3.00	
BCPT 221	Business Computing Presentation Graphics	3.00	
BFIN 141	Accounting	3.00	
BFIN 142	Financial Accounting I	3.00	
BFIN 244	Management Accounting	3.00	
BFIN 249	Accounting Microcomputer Applications	3.00	
BFIN 341	Cost Accounting I	3.00	
BFIN 342	Cost Accounting II	3.00	
BFIN 346	Financial Accounting II	3.00	
BFIN 347	Financial Accounting III	3.00	
BFIN 350	Advanced Financial Management	3.00	
BFIN 351	Taxation	3.00	
BMKT 168	Introduction to e-Commerce Concepts	3.00	
BMKT 261	Advertising	3.00	
BMKT 263	Professional Selling Skills	3.00	
BMKT 360	Marketing Research	3.00	
BMKT 364	Consumer Behaviour	3.00	
BMKT 365	Marketing Strategies and Decisions	3.00	
BMKT 369	e-Commerce and Marketing	3.00	
IBUS 321	International Business	3.00	
IBUS 334	Communication and Culture in International Business	3.00	
IBUS 357	International Marketing	3.00	
			18.00
Total Program Credits			18.00

BUSINESS ADMINISTRATION - ADVANCED PROGRAM

Outcome: Certificate in the Business Administration - Advanced Program

Completion of the Business Administration Certificate (18 credits) is required before entering the Advanced Certificate program.

REQUIRED		Course Credits	Required Credits
Required Courses:			6.00
BADM 101	Management	3.00	
BMKT 161	Marketing	3.00	
			6.00
ELECTIVES		Course Credits	Required Credits
Choose 'Required Credits' from the following list:			24.00
BADM 102	Quantitative Methods	3.00	
BADM 106	Organizational Behaviour	3.00	
BADM 107	Business Law I	3.00	
BADM 268	Entrepreneurship/Small Business Management	3.00	
BADM 301	Operations Management	3.00	
BADM 302	Human Resource Management	3.00	
BADM 303	Industrial Relations	3.00	
BADM 304	Strategic Management	3.00	
BADM 305	Leadership	3.00	
BADM 307	Advanced Business Law II	3.00	
BADM 310	Quantitative Methods III	3.00	
BCPT 121	Business Computing I	3.00	
BCPT 122	Business Computing II	3.00	
BCPT 221	Business Computing III - Electronic Commerce	3.00	
BFIN 141	Accounting	3.00	
BFIN 142	Financial Accounting I	3.00	
BFIN 244	Management Accounting	3.00	
BFIN 249	Accounting Microcomputer Applications	3.00	
BFIN 341	Cost Accounting I	3.00	
BFIN 342	Cost Accounting II	3.00	
BFIN 346	Financial Accounting II	3.00	
BFIN 347	Financial Accounting III	3.00	
BFIN 350	Advanced Financial Management	3.00	
BFIN 351	Taxation	3.00	
BMKT 168	Introduction to e-Commerce Concepts	3.00	
BMKT 261	Advertising	3.00	
BMKT 263	Professional Selling Skills	3.00	
BMKT 360	Marketing Research	3.00	
BMKT 364	Consumer Behaviour	3.00	
BMKT 365	Marketing Strategies and Decisions	3.00	
BMKT 369	e-Commerce and Marketing	3.00	
IBUS 321	International Business	3.00	
IBUS 334	Communication and Culture in International Business	3.00	
IBUS 357	International Marketing	3.00	
			24.00
Total Program Credits			30.00

BUSINESS ADMINISTRATION - BUSINESS COMPUTING PROGRAM

Outcome: Certificate in the Business Administration - Business Computing Program

REQUIRED COURSES	Course Credits	Required Credits
Required Courses:		6.00
BCPT 121 Business Computing I	3.00	
BCPT 122 Business Computing II	3.00	
Choose 'Required Credits' from the following list:		3.00
BADM 201 Business Information Systems	3.00	
BCPT 221 Business Computing III - Electronic Commerce	3.00	
Choose 'Required Credits' from the following list:		9.00
BADM 101 Management	3.00	
BADM 102 Quantitative Methods	3.00	
BADM 106 Organizational Behaviour	3.00	
BADM 107 Business Law I	3.00	
BADM 268 Entrepreneurship/Small Business Management	3.00	
BADM 301 Operations Management	3.00	
BADM 302 Human Resource Management	3.00	
BADM 303 Industrial Relations	3.00	
BADM 304 Strategic Management	3.00	
BADM 305 Leadership	3.00	
BADM 307 Advanced Business Law II	3.00	
BADM 310 Quantitative Methods III	3.00	
BCPT 221 Business Computing Presentation Graphics	3.00	
BFIN 141 Accounting	3.00	
BFIN 142 Financial Accounting I	3.00	
BFIN 244 Management Accounting	3.00	
BFIN 249 Accounting Microcomputer Applications	3.00	
BFIN 341 Cost Accounting I	3.00	
BFIN 342 Cost Accounting II	3.00	
BFIN 346 Financial Accounting II	3.00	
BFIN 347 Financial Accounting III	3.00	
BFIN 350 Advanced Financial Management	3.00	
BFIN 351 Taxation	3.00	
BMKT 161 Marketing	3.00	
BMKT 168 Introduction to e-Commerce Concepts	3.00	
BMKT 261 Advertising	3.00	
BMKT 263 Professional Selling Skills	3.00	
BMKT 360 Marketing Research	3.00	
BMKT 364 Consumer Behaviour	3.00	
BMKT 365 Marketing Strategies and Decisions	3.00	
BMKT 369 e-Commerce and Marketing	3.00	
IBUS 321 International Business	3.00	
IBUS 334 Communication and Culture in International Business	3.00	
IBUS 357 International Marketing	3.00	
	18.00	
Total Program Credits		18.00

Credentials

- Business Administration Certificate (18 credits)
- Advanced Business Administration Certificate (30 credits)
- Certificate in Business Computing (18 credits)

Note: A student must attain a minimum GPA of 2.00 or better to qualify for these certificates.

Contact

Marilyn Taylor
 Tel: 604.984.4960
 Fax: 604.984.1734
 E-mail: busadmin@capcollege.bc.ca
 Web site: www.capcollege.bc.ca/badm/eve.html

G. LOCAL GOVERNMENT ADMINISTRATION CERTIFICATE PROGRAM

This program is designed with and for professionals currently employed by Municipalities, First Nations Governments, Regional Districts, Improvement Districts, or supporting agencies in British Columbia.

The purpose of the program is to provide opportunities for participants to gain increased knowledge of the political and organizational realities of local governments in B.C. as well as identifying opportunities for change within these systems. It is expected that participants will be more effective managers, leaders and change agents as a result of their involvement in the program.

The Education Committee of the Local Government Management Association of British Columbia (LGMA) and the Provincial Board of Examiners has sanctioned several courses of study offered through the college and university systems in British Columbia which, when supplemented by work experience in B.C. local government, will lead to Provincial Certification.

The four courses described later in this section are recognized by the LGMA and Board of Examiners as being transferable for credit toward the *Intermediate Certificate in Municipal Administration*. For more details about the Board of Examiners/LGMA Certificate Programs, contact Mary Harkness, Administrator, Board of Examiners, Ministry of Municipal Affairs at 250.387.4053 or e-mail at mharknes@hq.marh.gov.bc.ca

On completion of the following four PADM courses (Local Government Administration, Local Government Services, Municipal Law, and Municipal Finance in British Columbia), plus one other course, successful candidates will be eligible to receive a *Capilano College Certificate in Local Government Administration*.

Admission Requirements

- Grade 12 graduation or equivalent.
- Currently employed by a Municipality, First Nations Government, Regional District, Improvement District, or supporting agency in British Columbia.
- Submission of the Capilano College Application for Admission, official transcripts, and appropriate application fee to the Registrar's Office.

Outcome: Certificate in the Local Government Administration Program

REQUIRED COURSES		Course Credits	Required Credits
Required Courses:			12.00
PADM 200	Local Government Administration in BC	3.00	
PADM 201	Local Government Services in BC	3.00	
PADM 202	Municipal Finance in BC	3.00	
PADM 203	Municipal Law in BC	3.00	
Choose 'Required Credits' from the following list:			3.00
PSE. ###	Post Secondary Elective	3.00	
PADM 204	Leadership in Local Government Organizations	3.00	
PADM 205	Advanced Communication Skills-Local Government Professionals	3.00	
			15.00
Total Program Credits			15.00

The courses taken for the Capilano College Certificate in Local Government are transferable to B.C. Open University toward the Bachelor of Business Administration Degree in Public Sector Management.

Students who have successfully completed the Capilano College Professional Certificate in Local Government (with a minimum C+ grade) may apply for block transfer credit to the University of Victoria's Diploma in Public Sector Management. Students will be allowed transfer credit of three courses (4.5 units at the University of Victoria is equivalent to nine credits at Capilano College) toward their Diploma in Public Sector Management elective requirements.

Contact

For a brochure and additional information, contact:
Linn Teetzel
Tel. 604.984.4960, ext. 2340 or 604.983.7570, ext. 2340
Fax: 604.990.7878
E-mail: lteetzel@capcollege.bc.ca
Web site: www.capcollege.bc.ca/badm/loc_gov.html

H. RETAIL MARKETING CO-OP CERTIFICATE PROGRAM (RMCP)

This program offers the student some unique options for those interested in the Retail Marketing side of business and can be a stand-alone pathway to an exciting career in Retail Marketing. It can also be substituted for year 1 of the Business Administration diploma program.

This program integrates classroom study with related on-the-job experience and skills.

Our instructors bring practical, up-to-date business knowledge to the classroom, sharing the expertise that has made them successful in the business community. Class size is limited, which allows faculty to maintain direct contact with all of their students.

Upon successful completion of the RMCP program, a student could then go on to complete the Business Administration Diploma requirements taking the courses listed in Year 2 of the Business Administration diploma program – Retail Marketing Option.

A student who obtains a Business Administration diploma with a Retail Marketing certificate and with a minimum grade point average of 2.67 (70%) may be eligible for a "block" transfer of up to 54 credits toward the B.C. Open University's Bachelor of Business Administration degree (BBA) program.

Co-op education is a three-way partnership among students, employers and the College, with benefits for each partner.

Student Benefits

- Gain valuable work experience.
- Earn a salary to help with educational costs.
- Integrate classroom study with on-the-job experience.
- Develop a network of contacts to enhance future employment possibilities.

Employer Benefits

- Gain a highly motivated employee with good general and specialized skills.
- Able to evaluate a co-op student as a potential employee.
- Provide input to the College, helping it to keep current and responsive in today's constantly changing market place.

College Benefits

- Gain valuable input from business, industry and government that is used to maintain program excellence.

Career Opportunities

- Managing your own business
- Store Manager - Independent or Chain
- Department Manager
- Wholesale Sales Representative
- Manufacturer's Sales Representative

- Manufacturer's Agent
- Marketing Research - Field Operator
- Sales Manager
- Buyer – Department Store or Chain
- Sales Representative Consumer Products

While some of the above positions may be secured shortly after graduation, others may require more experience.

Admission Requirements

- Grade 12, or equivalent, with preference given to applicants with a minimum of C+ in English 12 and a C in Math 11, or
- Mature student status
- An interview may be required
- Submission of the Capilano College Application for Admission, official high school transcripts, and appropriate application fee to the Registrar's Office.

Program Profile

The co-op program profile is designed for co-op students who plan to complete the Retail Marketing Co-op Certificate program.

Outcome: Certificate in the Business Administration - Retail Marketing Co-op Program

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			15.00
BCPT 121	Business Computing I	3.00	
BMKT 161	Marketing	3.00	
CMNS 152	Report Writing	3.00	
RMCP 164	Creative Retail Strategies	3.00	
RMCP 172	Retail Technology/Store Management I	3.00	
			15.00
CO-OP PLACEMENT		<i>Course Credits</i>	<i>Required Credits</i>
Required Course:			3.00
RMCP 190	Co-op Work Placement	3.00	
			3.00
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			15.00
BADM 101	Management	3.00	
BMKT 263	Professional Selling Skills	3.00	
RMCP 155	Retail Event Management	3.00	
RMCP 173	Retail Finance/Store Management II	3.00	
RMCP 181	Strategic Retail Buying	3.00	
			15.00
Total Program Credits			33.00

Outcome: Certificate in the Business Administration - Retail Marketing Program

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			15.00
BCPT 121	Business Computing I	3.00	
BMKT 161	Marketing	3.00	
CMNS 152	Report Writing	3.00	
RMCP 164	Creative Retail Strategies	3.00	
RMCP 172	Retail Technology/Store Management I	3.00	
			15.00
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			15.00
BADM 101	Management	3.00	
BMKT 263	Professional Selling Skills	3.00	
RMCP 155	Retail Event Management	3.00	
RMCP 173	Retail Finance/Store Management II	3.00	
RMCP 181	Strategic Retail Buying	3.00	
			15.00
Total Program Credits			30.00

Credentials

- Retail Marketing Certificate (30 credits)
- Retail Marketing Co-op Certificate (33 credits)

Contact

For a brochure and details, contact

Marilyn Taylor

Tel: 604.990.7814

Fax: 604.984.1734

E-mail: mtaylor@capcollege.bc.ca

Web site: www.capcollege.bc.ca/badm/retail.html

I. PROFESSIONAL ACCOUNTING TRANSFER PACKAGE

Students can begin taking courses in any term and work towards a professional accounting designation at their own pace. Accounting (BFIN 141) and Financial Accounting I (BFIN 142) are prerequisites for many of the courses required in the transfer programs.

In order to receive a Business Administration diploma or certificate, students must complete the core courses for diploma or certificate programs. It is crucial that courses be taken in the proper sequence to receive a diploma or degree.

COURSES	<i>Course Credits</i>
BADM 102 Quantitative Methods	3.00
BADM 106 Organizational Behaviour	3.00
BADM 107 Business Law I	3.00
BADM 201 Business Information Systems	3.00
BADM 210 Business Statistics	3.00
BADM 310 Quantitative Methods III	3.00
BCPT 121 Business Computing I	3.00
BCPT 122 Business Computing II	3.00
BFIN 141 Accounting	3.00
BFIN 142 Financial Accounting I	3.00
BFIN 241 Finance for Managers	3.00
BFIN 249 Accounting Microcomputer Applications	3.00
BFIN 341 Cost Accounting I	3.00
BFIN 342 Cost Accounting II	3.00
BFIN 346 Financial Accounting II	3.00
BFIN 347 Financial Accounting III	3.00
BFIN 350 Advanced Financial Management	3.00
BFIN 351 Taxation	3.00
CMNS 170 Presentation Skills for Public Speaking	3.00
CMNS 220 Advanced Business Writing and Editing	3.00
ECON 111 Principles of Microeconomic Theory	3.00
ECON 112 Principles of Macroeconomic Theory	3.00
ENGL 100 Composition	3.00

Contact

Professional Accounting Transfer Advisor
Tel: 604.984.4960
Fax: 604.984.1734
E-mail: busadmin@capcollege.bc.ca
Web site: www.capcollege.bc.ca/badm/pro_account.html

J. ABORIGINAL FINANCIAL MANAGEMENT PROGRAM

The Aboriginal Financial Management certificate program is an innovative part-time, 18-credit program offered by Capilano College on behalf of the Aboriginal Financial Officers Association of British Columbia. This program offers students working in the finance offices of First Nations the opportunity to improve their professional skills. Students are trained in basic and intermediate accounting, computer applications, aboriginal and business law, strategic management and leadership and communications.

Classes are organized in a lecture/discussion and workshop format and are arranged in a way that is respectful of students' work, family and community commitments. They will generally be held all day Friday and Saturday, approximately once every three weeks during the regular College terms.

The certificate program is structured to help students employed full-time by First Nations organizations to immediately apply their skills in their working environment, particularly within the first two terms, where students will study fundamental accounting principles and methods, and improve their computing skills in a hands-on computer workshop format.

Admission Requirements

- Grade 12 or equivalent with a minimum of C+ in English 12 and a C in "academic" Math 11.
- Submission of the Capilano College Application for Admission form together with official transcripts to the Registrar's Office.
- A letter of reference from a First Nations administrator or education coordinator.
- A letter from the applicant stating his or her reasons for seeking admission to program.

Outcome: Certificate in the Business Administration - Aboriginal Financial Management Program

REQUIRED COURSES	<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:		18.00
AFMP 100 Accounting I	3.00	
AFMP 110 Accounting II	3.00	
AFMP 120 Computing I - Spreadsheets	1.50	
AFMP 121 Computing I - Databases	1.50	
AFMP 130 Communication and Leadership Skills	3.00	
AFMP 140 Aboriginal and Commercial Law	3.00	
AFMP 150 Strategic Management	3.00	
		18.00
Total Program Credits		18.00

Credential:

- Certificate in the Business Administration—Aboriginal Financial Management Program

Contact

Program Manager
Aboriginal Financial Management Program
Business Administration Department
Capilano College
Cedar building, room 372A
2055 Purcell Way, North Vancouver, B.C. V7J 3H5
Tel: 604.984.4960
Fax: 604.984.1734
E-mail: afmp@capcollege.bc.ca
Web site: www.capcollege.bc.ca/dept/badm/aboriginal

About the Aboriginal Financial Officers Association

The Aboriginal Financial Officers Association of British Columbia was established to represent the interests of First Nations in all areas of financial management. It facilitates the provision of services and expertise as may be required by First Nations, including continuing education, networking and communication with different government departments.

Contact address:

AFOA-BC
Suite 060 - 1959 Marine Drive
North Vancouver, B.C.
V7P 3G1

BUSINESS FUNDAMENTALS PROGRAM

Faculty

D. BLANEY, ID (UBC), CPS, M.Ed. (SFU)
M. CRAGG, BA Law (Durham), B.C Teaching Cert.
L. CROWE, B.Sc. (U of Conn.) MBA (N. Eastern Univ.)
M. GIOVANNETTI, BSA (St. F.X.), B.Ed. (Mt. St. Vincent), TESL Cert., MA (TESL) (SFU)
S. HORN, ID (UBC), M.Ed. (SFU)
N. POWER, BA (Concordia), Lab Supervisor
C. SCHNURRENBERGER, Lab Supervisor
K. VICKARS, B.Ed., Lic.Acct. (UBC), CGA

Support Staff

Faye Ulker, Clerk Typist
Wendy Weberg, Divisional Assistant

Contact

Tel: 604.984.4959
E-mail: abt@capcollege.bc.ca

The Program

The Business Fundamentals program is a four-month program that may be taken on a full-time or part-time basis during the fall or spring semester. The Business Fundamentals program has been designed for students who require basic business skills training or who need to upgrade their skills. Many students take this program as a stepping stone to a more advanced program of study in other Applied Business Technology programs (Administrative Assistant, Accounting Assistant, Legal Secretary or Medical Office Assistant) or Business Administration.

Students who receive a minimum of B in the following courses will receive credit from Business Administration:

- BTEC 146 is equivalent to BCPT 121
- BTEC 124 is equivalent to BCPT 121 and 122

Admission Requirements

- Completion of Grade 12 or equivalent or mature student status.
- Applicants must attend an information meeting or make an appointment with a faculty member or program convener.
- Applicants must submit transcripts as required by the College.
- SLEP test for ESL students (college level required).

Note: While a student might meet the English requirements for the Business Fundamentals Program, other departments or programs within the college might require a TOEFL, EDT or LPI.

Outcome: Certificate in the Applied Business Technology - Business Fundamentals Program

Spring term students may also register in BTEC 112.

REQUIRED COURSES		Course Credits	Required Credits
Required Courses:			9.00
BTEC 111	Business English I	3.00	
BTEC 115	Business Systems and Procedures	3.00	
BTEC 117	Accounting Procedures I	3.00	
Choose 'Required Credits' from the following list:			6.00
BTEC 124	Comprehensive Computer Applications	6.00	
BTEC 146	Computer Applications I	6.00	
Total Program Credits			15.00

COMMUNICATIONS

Faculty

C. KILIAN, BA (Columbia), MA (SFU)
L. PALMER, BA (UBC), MA (Texas Tech.)
L. RICHARDSON, BA (UBC)
L. SAVAGE, BA (McGill), Dip.Ed., M.Ed. (Alberta)
A. SEDKY, BA, MA, PhD (Ain Shams, Cairo)
W. VAN LUVEN, BA, MFA (UBC)
M. WITTMAN, BA (Toronto), MA (UBC)

Contact

Crawford Kilian, Coordinator, 604.983.7585
E-mail: ckilian@thehub.capcollege.bc.ca

The Program

The Communications (CMNS) Department provides training in writing and speech for students in University Transfer and Career/Vocational programs, as well as for those wishing to apply specific skills to the world of work. CMNS offers courses in business and technical writing, public speaking, freelance writing, and English basics.

Career Opportunities

In an information-based economy, good communication skills are a vital asset in any career. Many career program CMNS courses offer components on effective job search techniques, including résumé writing and interviewing. Courses for freelance writers equip students with the basic skills needed to market their work to magazines, newspapers and book publishers.

Admission Requirements

Students wishing to enrol in a specialized career program CMNS course must meet the admission standards of that particular program. In some cases students may wish to take the CMNS component before enrolling in the rest of the program. Such students will require permission of the coordinators of both CMNS and the career program in question.

Students wishing to enrol in open sections of CMNS must meet general College admission standards.

Applications for Admission to individual programs must be submitted to Admissions, Registrar's Office. Applicants who wish to enrol only in the open Communications courses must also submit an Application for Admission. Specify the program as Career — Communications courses only. All applicants must be admitted to the College before registration can be completed.

University Transfer Courses

Some Communications courses are eligible for full or partial university transfer credit. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for more information.

Special Fees and Expenses

Some CMNS classes require special fees. Consult the co-ordinator if you have any questions about such fees in your course.

Courses

- CMNS 080 — Career Program Communications Preparation for ESL Students
- CMNS 110 — Standard English Usage
- CMNS 111 — Administrative Writing
- CMNS 114 — Language and Action in the Culture of the Workplace
- CMNS 115 — Communications for Animation
- CMNS 120 — Effective Writing and Speech
- CMNS 123 — Fundamentals of Communications for Artists and Designers
- CMNS 125 — Communication Theory
- CMNS 135 — Storytelling for Media
- CMNS 136 — Introduction to Film & TV Scriptwriting in Canada
- CMNS 137 — Elements of Film and Television Scriptwriting
- CMNS 138 — Workshop in Film and TV Scriptwriting for Canadian Markets
- CMNS 145 — Writing for the World Wide Web
- CMNS 146 — Introduction to Web Writing
- CMNS 152 — Report Writing
- CMNS 153 — Communications and the Arts
- CMNS 154 — Communications in Outdoor Recreation and Tourism
- CMNS 159 — Communications for the Legal Secretary
- CMNS 165 — Technical Presentations
- CMNS 170 — Presentation Skills for Public Speaking
- CMNS 174 — Wilderness Leadership Communications
- CMNS 179 — Legal Communications
- CMNS 180 — Introduction to Scriptwriting
- CMNS 190 — Magazine Article Writing
- CMNS 220 — Advanced Business Writing and Editing
- CMNS 223 — Communications Skills, Applications & Contexts for Design & Art Direction
- CMNS 230 — Career Preparation for Media
- CMNS 250 — Introduction to Technical Writing
- CMNS 280 — Marketing Commercial Fiction
- CMNS 323 — Professional Communications for Artists & Designers
- CMNS 354 — Advanced Communication Skills for Tourism Management

EARLY CHILDHOOD CARE AND EDUCATION PROGRAM

A. EARLY CHILDHOOD CARE AND EDUCATION CERTIFICATE PROGRAMS

B. INFANT AND TODDLER CERTIFICATE PROGRAM

C. SPECIAL NEEDS CERTIFICATE PROGRAM

Faculty

- R. ANNE, B.Sc. (Columbia Pacific), Dip. ECE (Ryerson)
A. CARR, MA (SFU), Dip.Ed. (London)
J. CLARK, RN (Regina General Hospital), Teaching Dip. (Sask.)
K. KUMMEN, M.Ed. (U. of Manitoba), ECE Cert.
J. MOSES, BA, BSW (McMaster), M.Ed. (UBC), ECE Cert., Coordinator
D. O'KRAINETZ, B.Ed. (UBC), ECE Cert.
T. SMITH, MA (Pacific Oaks College), ECE Dip.

Support Staff

Nancy Findlater, Receptionist
Lorraine Sikavish, Receptionist
Diane Mills, Program Assistant

Contact

Tel: 604.984.4960
E-mail: dmills@capcollege.bc.ca

The Program

Our society is recognizing the importance of the early years in children's development. There is an increasing need in communities for child care services, and for trained staff who can ensure that all children's interests and needs are met in a variety of programs. The Early Childhood Care and Education program prepares students to work in various settings, including preschools and daycare centres.

Career Opportunities

Graduates of the programs have found rewarding careers working in licensed preschool and daycare centres, in schools as Special Education Teaching Assistants, as Community Care Licensing Officers, in management positions in childcare organizations and as consultants. The placement record for our graduates is excellent.

Credentials Awarded

A. Early Childhood Care and Education Certificate

This is awarded to students who successfully complete the full-time or part-time basic program.

B. Infant & Toddler Certificate

Following successful completion of the Early Childhood Care and Education Certificate program and the Infant & Toddler program, the student is awarded an Infant & Toddler Certificate from Capilano College.

C. Special Needs Certificate

Following successful completion of the Early Childhood Care and Education Certificate program and the Special Needs program, the student is awarded a Special Needs Certificate from Capilano College.

ECCE Diploma

A diploma in Early Childhood Care and Education is granted by Capilano College to students who have successfully completed the Early Childhood Care and Education Certificate and both the Infant & Toddler and Special Needs Certificates.

The Early Childhood Care and Education Certificate and successful completion of the required 500 hours work experience enables students to register as an Early Childhood Educator in British Columbia. For information regarding regulatory requirements for registration as Early Childhood Educator in British Columbia please see the Early Childhood Information Web page at: <http://www.hlth.gov.bc.ca/ccf/ece/>. The Early Childhood Education Registry can also be reached by contacting the office at 250.952.1726.

A diploma in ECCE may be transferred as a block into the third year of the four-year Child and Youth Care degree program at the University of Victoria. In order to receive the block transfer, a student must have an overall graduating GPA of 3.0 or higher.

Admission Requirements

Enrolment in the Early Childhood Care and Education Certificate programs is limited to 25 students.

Applicants must be high school graduates, have college-level writing and academic skills and have 40 hours experience as an employee or volunteer in a licensed early childhood setting in B.C. within the last two years. A commitment to young children and their families and evidence of interpersonal and life skills are also essential. Applicants should be aware that a criminal record check is now required by practicum placements and employers.

Due to the intensity of the full-time program, it is recommended that applicants have at least one year of college or university experience.

In preparation for applying to the program, prospective students may choose to take some of the following courses: ENGL 100, ANTH 121, AHIS 100, BIOL 104, PHIL 101, PSYC 100, 101, SOC. 100, 101, WMST 100.

Application Procedure

1. Complete and submit an Application for Admission directly to the Registrar's Office, together with official transcripts for secondary and post-secondary education.
2. Attend the Information Meeting in spring, 2003. Call 604.984.4960 in January, 2003 for the date of the information meeting. After the Information Meeting, you will schedule a group interview time.
3. At the interview, you must submit a résumé, three letters of reference, and complete a writing assignment.
4. A Reading Assessment will be required.

Upon Acceptance

Submit a completed medical report on a form provided by the College, plus evidence of absence of active tuberculosis.

Continuation in the Program

Continuation into each term of the programs is dependent upon the demonstration of satisfactory interpersonal, academic and teaching/guiding skills. C- is the minimum acceptable grade in all courses. Practicum grades must be C or higher.

Special Fees and Expenses

The student can expect to spend approximately \$1,200 on books and supplies. Additional costs will be incurred for a First Aid course and transportation to practicums.

A. EARLY CHILDHOOD CARE AND EDUCATION CERTIFICATE PROGRAMS

The North Vancouver campus offers both a full-time 10-month program and a part-time program which may be completed within two years. Sechelt and Squamish campuses may offer part-time programs.

These programs are based on the *Competencies in Early Childhood Education*, and are approved by the Community Care Facilities Branch of the Ministry of Health. The foundation of the ECCE programs is the study of development from birth to school-age. The history and current philosophies of early childhood education are examined. An interrelated series of courses focus on the care and education of young children from an anti-bias perspective. Students also study program planning, curriculum content, health and nutrition, interpersonal skills and family-centre relationships. Theory and practice are closely related throughout the program. Students have practical experience in three practicum centres under the guidance of qualified Early Childhood Educators. In practicum centres students adhere to the Early Childhood Educators of B.C.'s Code of Ethics.

Courses are presented in a manner which promotes active participation through demonstrations, oral reports, group projects, role-play and discussions.

Outcome: Certificate in Early Childhood Care and Education Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			16.50
EDUC 155	Childhood Development	4.50	
EDUC 170	Interpersonal Skills	1.50	
EDUC 171	Caring and Learning Environments	1.50	
EDUC 172	Guiding Young Children I	1.50	
EDUC 173	Curriculum Development I	3.00	
EDUC 175	Observing and Recording	1.50	
EDUC 176	Applied Theory - Practicum I	3.00	
			16.50

SECOND TERM		Course Credits	Required Credits
Required Courses:			18.50
EDUC 220	Health, Safety and Nutrition	1.50	
EDUC 254	Theoretical Perspectives	3.00	
EDUC 256	Working with Young Children in Inclusive Group Settings	1.50	
EDUC 272	Guiding Young Children II	1.50	
EDUC 273	Curriculum Development II	3.00	
EDUC 276	Applied Theory - Practicum II	4.00	
EDUC 277	Applied Theory - Practicum III	4.00	
			18.50

THIRD TERM		Course Credits	Required Credits
Required Courses:			3.00
EDUC 270	Introduction to Working with Families	1.50	
EDUC 271	Introduction to Centre Organization	1.50	
EDUC 277	Applied Theory - Practicum III	Continued	
			3.00

OTHER REQUIREMENTS		Course Credits	Required Credits
Choose 'Required Credits' from the following list:			3.00
CMNS 111	Administrative Writing	3.00	
ENGL 100	Composition	3.00	
			3.00
Total Program Credits			41.00

Outcome: Diploma in the Early Childhood Care and Education Program

COMPLETION OF ECCE CERTIFICATE		Course Credits	Required Credits
Required Courses:			38.00
EDUC 155	Childhood Development	4.50	
EDUC 170	Interpersonal Skills	1.50	
EDUC 171	Caring and Learning Environments	1.50	
EDUC 172	Guiding Young Children I	1.50	
EDUC 173	Curriculum Development I	3.00	
EDUC 175	Observing and Recording	1.50	
EDUC 176	Applied Theory - Practicum I	3.00	
EDUC 220	Health, Safety and Nutrition	1.50	
EDUC 254	Theoretical Perspectives	3.00	
EDUC 256	Working with Young Children in Inclusive Group Settings	1.50	
EDUC 270	Introduction to Working with Families	1.50	
EDUC 271	Introduction to Centre Organization	1.50	
EDUC 272	Guiding Young Children II	1.50	
EDUC 273	Curriculum Development II	3.00	
EDUC 276	Applied Theory - Practicum II	4.00	
EDUC 277	Applied Theory - Practicum III	4.00	
Choose 'Required Credits' from the following list:			3.00
CMNS 111	Administrative Writing	3.00	
ENGL 100	Composition	3.00	
			41.00

COMPLETION OF SPECIAL NEEDS CERTIFICATE		Course Credits	Required Credits
Required Courses:			9.50
EDUC 262	Special Education	1.50	
EDUC 354	Program Planning for Special Needs	2.00	
EDUC 358	Special Needs Practicum	3.00	
EDUC 359	Special Needs Practicum	3.00	
			9.50

COMPLETION OF INFANT & TODDLER CERTIFICATE		Course Credits	Required Credits
Required Courses:			9.00
EDUC 353	Program Planning for Infants and Toddlers	1.50	
EDUC 355	Physical Care and Safety	1.50	
EDUC 356	Infant and Toddler Practicum	3.00	
EDUC 357	Infant and Toddler Practicum	3.00	
			9.00

CORE COURSES FOR BOTH INFANT & TODDLER AND SPECIAL NEEDS CERTIFICATES		Course Credits	Required Credits
Required Courses:			6.00
EDUC 350	Advanced Child Development	2.00	
EDUC 351	Family, School and Community	2.00	
EDUC 352	Centre Operations	2.00	
			6.00
Total Program Credits			65.50

Outcome: Certificate in Early Childhood Care and Education Program (Part-time)

FIRST TERM		Course Credits	Required Credits
Required Courses:			5.25
EDUC 166	Child Development I	2.25	
EDUC 170	Interpersonal Skills	1.50	
EDUC 171	Caring and Learning Environments	1.50	

			5.25
SECOND TERM		Course Credits	Required Credits
Required Courses:			11.25
EDUC 167	Child Development II	2.25	
EDUC 172	Guiding Young Children I	1.50	
EDUC 173	Curriculum Development I	3.00	
EDUC 177	Observing and Recording/Applied Theory - Practicum I	4.50	
			11.25

THIRD TERM		Course Credits	Required Credits
Required Courses:			0.00
EDUC 173	Curriculum Development I	Continued	
EDUC 177	Observing and Recording/Applied Theory - Practicum I	Continued	
			0.00

FOURTH TERM		Course Credits	Required Credits
Required Courses:			10.00
EDUC 220	Health, Safety and Nutrition	1.50	
EDUC 272	Guiding Young Children II	1.50	
EDUC 273	Curriculum Development II	3.00	
EDUC 276	Applied Theory - Practicum II	4.00	
			10.00

FIFTH TERM		Course Credits	Required Credits
Required Courses:			10.00
EDUC 254	Theoretical Perspectives	3.00	
EDUC 256	Working with Young Children in Inclusive Group Settings	1.50	
EDUC 270	Introduction to Working with Families	1.50	
EDUC 273	Curriculum Development II	Continued	
EDUC 277	Applied Theory - Practicum III	4.00	
			10.00

SIXTH TERM		Course Credits	Required Credits
Required Courses:			1.50
EDUC 270	Introduction to Working with Families	Continued	
EDUC 271	Introduction to Centre Organization	1.50	
			1.50

OTHER REQUIREMENTS		Course Credits	Required Credits
Choose 'Required Credits' from the following list:			3.00
CMNS 111	Administrative Writing	3.00	
ENGL 100	Composition	3.00	
			3.00
Total Program Credits			41.00

Program Content — Squamish

Please check Squamish calendar.

Program Content — Sechelt

Please check Sechelt calendar.

B. INFANT & TODDLER CERTIFICATE PROGRAM

These evening part-time programs are for the student who is certified as an Early Childhood Educator or is in the process of completing the required 500 hours work experience.

Each program consists of seven courses including two practicums. Courses are scheduled in the evenings and Saturdays. Practicums are scheduled on an individual basis to meet students' needs. Students must be enrolled in Infant/Toddler or Special Needs courses or be in the process of completing the certificate(s) in order to register in the post basic practicums.

Courses in these programs are scheduled on a two-year rotation. Students may begin at any time in the sequence. There are three core courses which are part of both programs.

Priority for registering in the Infant/Toddler and Special Needs Certificate programs is given to Capilano ECCE graduates. A waitlist for other students wanting to register in these post-basic courses is kept by the ECCE department. The waitlist for fall courses opens on June 1st and for the spring courses, November 1st. Please call the department coordinator to be put on the waitlist.

Outcome: Certificate in the Early Childhood Care and Education - Infant and Toddler Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			5.50
EDUC 350	Advanced Child Development	2.00	
EDUC 351	Family, School and Community	2.00	
EDUC 355	Physical Care and Safety	1.50	
Choose 'Required Credits' from the following list:			3.00
EDUC 356	Infant and Toddler Practicum	3.00	
EDUC 357	Infant and Toddler Practicum	3.00	
			8.50

SECOND TERM		Course Credits	Required Credits
Required Courses:			3.50
EDUC 352	Centre Operations	2.00	
EDUC 353	Program Planning for Infants and Toddlers	1.50	
Choose 'Required Credits' from the following list:			3.00
EDUC 356	Infant and Toddler Practicum	3.00	
EDUC 357	Infant and Toddler Practicum	3.00	
			6.50
Total Program Credits			15.00

Note: The above Infant/Toddler courses are offered on a rotating basis. Please check with the department for which term they are offered in.

C. SPECIAL NEEDS CERTIFICATE PROGRAM

These evening part-time programs are for the student who is certified as an Early Childhood Educator or is in the process of completing the required 500 hours work experience.

Each program consists of seven courses including two practicums. Courses are scheduled in the evenings and Saturdays. Practicums are scheduled on an individual basis to meet students' needs. Students must be enrolled in Infant/Toddler or Special Needs courses or be in the process of completing the certificate(s) in order to register in the post basic practicums.

Courses in these programs are scheduled on a two-year rotation. Students may begin at any time in the sequence. There are three core courses which are part of both programs.

Priority for registering in the Infant/Toddler and Special Needs Certificate programs is given to Capilano ECCE graduates. A waitlist for other students wanting to register in these post-basic courses is kept by the ECCE department. The waitlist for fall courses opens on June 1st and for the spring courses, November 1st. Please call the department coordinator to be put on the waitlist.

Outcome: Certificate in the Early Childhood Care and Education - Special Needs Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			5.50
EDUC 262	Special Education	1.50	
EDUC 350	Advanced Child Development	2.00	
EDUC 351	Family, School and Community	2.00	
Choose 'Required Credits' from the following list:			3.00
EDUC 358	Special Needs Practicum	3.00	
EDUC 359	Special Needs Practicum	3.00	
			8.50
SECOND TERM		Course Credits	Required Credits
Required Courses:			4.00
EDUC 352	Centre Operations	2.00	
EDUC 354	Program Planning for Special Needs	2.00	
Choose 'Required Credits' from the following list:			3.00
EDUC 358	Special Needs Practicum	3.00	
EDUC 359	Special Needs Practicum	3.00	
			7.00
Total Program Credits			15.50

Note: The above Special Needs courses are offered on a rotating basis. Please check with the department for which term they are offered in.

Transfer Credits

Transfer credits will not automatically be given for courses taken at other institutions. Students will be required to demonstrate current knowledge before course exemption will be granted. Courses taken before 1990 will be considered stale and will not be granted exemption (at the discretion of the department). Requests for transfer credit must be submitted on the *Request for Transfer Credit* form and submitted to the Registrar's Office.

e-MERGE: APPLIED BUSINESS TECHNOLOGY ONLINE PROGRAM

Faculty

D. BLANEY, CPS, ID (UBC), M.Ed. (SFU)

Provincial Faculty

A group of online instructors from various B.C. colleges.

Contact

Tel: 604.984.4959

E-mail: abt@capcollege.bc.ca

The Program

The e-Merge: Applied Business Technology Online Program at Capilano College is part of a provincial online project. The courses are designed to provide learners with the knowledge and skills necessary to function effectively in entry-level office support positions; or, to assist learners in meeting specific goals required to continue their education in other certificate programs in Applied Business Technology.

The e-Merge: Applied Business Technology Online courses are offered online throughout the year from August to June. Course descriptions and information regarding the start date for specific courses can be obtained from the provincial Web site at: www.bccourses.com and search for ABT.

Admission Requirements

- Completion of Grade 12 or equivalent or mature student status.

Admission Procedures

Application may be done at any time. Courses may be taken on a full- or part-time basis. Call 604.984.4959 for detailed instructions or to arrange a meeting with the Program Convenor. Information regarding the start date for specific courses can be obtained from the provincial Web site at: www.bccourses.com (search for ABT).

Outcome: Certificate in the e-Merge: Applied Business Technology Online Program

FIRST TERM

		Course Credits	Required Credits
Required Courses:			10.50
ABTO 100	Online Learner Success	0.00	
ABTO 101	Introduction to Computers and the Internet	1.50	
ABTO 110	Keyboarding	1.50	
ABTO 111	Word Processing Level I	1.50	
ABTO 120	Business English	3.00	
ABTO 130	Business Calculators and Mathematics	1.50	
ABTO 140	Human Relations for Career Success	1.50	
			10.50

SECOND TERM

		Course Credits	Required Credits
Required Courses:			16.50
ABTO 102	Office Procedures*	1.50	
ABTO 103	Records Management*	1.50	
ABTO 112	Keyboarding II*	1.50	
ABTO 113	Word Processing II*	1.50	
ABTO 114	Spreadsheets*	1.50	
ABTO 115	Databases*	1.50	
ABTO 121	Business Communication*	3.00	
ABTO 131	Accounting I*	3.00	
ABTO 141	Job Search*	1.50	
			16.50

Total Program Credits **27.00**

Note: *Under development

Graduation Requirements

A cumulative GPA of 2.0 is required and all courses in the program must be completed within two years from the commencement of the first course of study.

Curriculum in all courses is common throughout the colleges in the British Columbia system. Individual institutions may also have articulation agreements between the online e-Merge program and similar courses in other certificate programs in Applied Business Technology. Other avenues for receiving credit for individual courses in the program other than enrolling in a course at an institution include transfer credit and Prior Learning Assessment through the Centre for Curriculum, Transfer and Technology Web site at: www.c2t2.ca/pla

FILM STUDIES

A. ACTING FOR THE CAMERA PROGRAM

B. ADVANCED MOTION PICTURE PRODUCTION PROGRAM

C. COSTUMING FOR THEATRE AND FILM PROGRAM

D. ENTRY-LEVEL FILM ELECTRICAL & LIGHTING PROGRAM

E. ENTRY-LEVEL GRIP PROGRAM

F. PROFESSIONAL FILM STUDIES PROGRAM

Faculty

M. BERRY, Diploma (Royal Academy of Fine Art, London)
 K. BOTHEN, Instructor
 K. CUTLER, Instructor, Coordinator
 D. GORDON, Instructor
 R. JACKES, Instructor
 R. KELSAY, Instructor
 G. LUDLOW, Instructor
 A. MALLINSON, Instructor
 B. McCROARY, Instructor
 B. MORRIS, Program Manager
 B. MURDOCK, BFA (UVic), MFA (UBC)
 J. NABLO, MA (San Diego)
 D. NEUFELD, Instructor
 J. STILL, Diploma (National Theatre School of Canada)
 C. WILLIAMS, Media Resources Specialist (Capilano College)

Contact

Tel: 604.990.7868
 Fax: 604.990.7867
 E-mail: bmorris@capcollege.bc.ca

A. ACTING FOR THE CAMERA PROGRAM

Career Opportunities

The B.C. film industry provides numerous opportunities for skilled, experienced and properly trained performers to support both the service industry as well as the independent production sector. It is imperative, however, that actors be familiar with the specific skills associated with acting in front of a camera in order to access these opportunities.

The Program

The program in Acting for the Camera is specifically designed to train actors for work in the growing B.C. film industry. It is two semesters long and not only includes a series of acting courses but also features courses in technical and camera applications and screenplay analysis to help the actor understand the film production process and feel more comfortable and confident working in film's technical environment.

Admission Requirements and Procedures

1. Applicants must meet the following admission requirements:
 - 18 years of age
 - Grade 12 completion or equivalent or mature student status
 - Personal interview
 - Official copies of English Language Assessment (ELA) Test or Test of English as a Foreign Language (TOEFL), if applicable
 - Aptitude for working in the film industry
 - Please enclose any relevant materials with the application form such as copies of a video in which the applicant performed, an essay outlining reasons for wanting to work in film, proof of volunteer work in film or video, proof of completing related courses, etc. It is strongly recommended that at least an essay be included. This documentation will be helpful to the selection committee members when making their decision. An audition will be included as part of the selection process.
2. An application for Admission must be submitted, together with official transcripts of all secondary and post-secondary courses to the Registrar's Office. In addition, a non-refundable \$20 application fee (\$100 for international students) must accompany your application. Applications for the fall intake will be accepted at any time prior to May 31. Applicants will be notified of their admission status by June 30.
3. The Program tuition fee is \$4,500. The first semester fee of \$2,250 must be forwarded to the Registrar's Office by the date indicated in the letter of acceptance. The tuition fee of \$2,250 for the second semester is due at the time of registration for that semester.

Please Note: Fees are subject to change without notice.

Special Fees and Expenses

In addition to tuition and registration fees, students can expect to spend approximately \$150 per term on textbooks and supplies.

Outcome: Certificate in the Acting for the Camera Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			11.00
ACTS 100	Working with the Director	2.00	
ACTS 101	The Working Actor	2.00	
FILM 103	Screenplay Analysis and Breakdown	2.00	
FILM 110	Lighting and Camera for Film	2.00	
THTR 212	Film Acting I	3.00	
			11.00
SECOND TERM		Course Credits	Required Credits
Required Courses:			17.00
ACTS 102	History of Acting in Film	2.00	
ACTS 103	Working with the Director (Advanced)	6.00	
ACTS 104	The Working Actor (Advanced)	6.00	
THTR 213	Film Acting II	3.00	
			17.00
Total Program Credits			28.00

B. ADVANCED MOTION PICTURE PRODUCTION PROGRAM

This program is designed for students who have completed an entry level film program and wish to expand their understanding of specific creative processes involved in motion picture production. The program will offer a common first semester and "stream" students into three areas of specialty in the second semester. The areas of specialty include Producing, Directing and Writing. Advanced students will work with first year students on major projects while creating and producing projects of their own. Lecture, lab and project work will be combined in order to create a realistic and effective learning environment. Program curricula will include: Motion Picture Pre-Production and Production, Motion Picture Post Production, The Role of the Producer, The Role of the Director, Screenwriting and the Role of the Screenwriter in Production and several related motion picture production projects.

Program Objectives

Upon completion of the program students should be able to:

- Describe the motion picture production process from concept to completion.
- Apply management practices and procedures as they relate to the motion picture industry.
- Develop departmental and project budgets as well as applications for financing.
- Demonstrate a basic understanding of roles of the motion picture Producer, Writer and Director.

- Practice proper set etiquette and crew teamwork.
- Apply the creative principles the writer uses to develop the screenplay.
- Analyze a screenplay for production purposes.
- Schedule and budget the post production process.
- Demonstrate the use of digital audio and video post production systems.
- Describe the Director's role during preparation, casting, shooting and post-production.

Admission Requirements and Procedures

1. Applicants must meet the following admission requirements:
 - 18 years of age
 - Grade 12 completion or equivalent or mature student status
 - Personal interview
 - Official copies of English Language Assessment (ELA) Test or Test of English as a Foreign Language (TOEFL), if applicable
 - Aptitude for working in the film industry
 - Please enclose any relevant materials with the application form such as copies of a video produced by the applicant, an essay outlining reasons for wanting to work in film, proof of volunteer work in film or video, proof of completing related courses, etc. It is strongly recommended that at least an essay be included. This documentation will be helpful to the selection committee members when making their decision.
2. An application for Admission must be submitted, together with official transcripts of all secondary and post-secondary courses to the Registrar's Office. In addition, a non-refundable \$20 application fee (\$100 for international students) must accompany the application. Applications for the fall intake will be accepted at any time prior to April 14. Applicants will be notified of their admission status by May 15.
3. The Program tuition fee is \$5,600. The first semester fee of \$2,800 must be forwarded to the Registrar's Office by the date indicated in the letter of acceptance. The tuition fee of \$2,800 for the second semester is due at the time of registration for that semester.
Please Note: Fees are subject to change without notice.
4. Students requiring FILM 110 will pay an additional tuition fee of \$700.

Outcome: Certificate in the Advanced Motion Picture Production Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			12.00
FILM 201	Motion Picture Directing	3.00	
FILM 202	Producing the Motion Picture	3.00	
FILM 203	Advanced Motion Picture Editing	3.00	
FILM 204	Motion Picture Screenwriting	3.00	
			12.00
SECOND TERM		Course Credits	Required Credits
Required Courses:			9.00
FILM 207	Motion Picture Practicum	6.00	
FILM 208	Post-Production Supervision	3.00	
Choose 'Required Credits' from the following list:			3.00
FILM 205	Advanced Motion Picture Screenwriting	3.00	
FILM 206	Advanced Motion Picture Directing	3.00	
FILM 209	Advanced Motion Picture Producing	3.00	
			12.00
Total Program Credits			24.00

C. COSTUMING FOR THEATRE AND FILM

Career Opportunities

The film production sector is facing a shortage of skilled, experienced and properly trained workers to support the service industry and develop our local film production capability. Film production in the Lower Mainland has grown by an average of 21 percent each year for the past 10 years, with no end in sight. This makes film production one of the fastest growing industries in the province.

The Program

This two semester program is designed to provide students with a sound knowledge base in the technical and creative procedures, methods and requirements for both theatre and film costuming.

Admission Requirements and Procedures

1. Applicants must meet the following admission requirements:
 - 18 years of age
 - Grade 12 completion or equivalent or mature student status
 - Personal interview (a portfolio may be requested)
 - Official copies of English Language Assessment (ELA) Test or Test of English as a Foreign Language (TOEFL), if applicable
 - Aptitude for working in the film industry.

- An application for Admission must be submitted, together with official transcripts of all secondary and post-secondary courses to Admissions, Registrar's Office. In addition, a non-refundable \$20 application fee (\$100 for international students) must accompany the application. Applications can be submitted at any time. Successful applicants will be advised by mail about the availability of seats in the program. Candidates may be placed on a waiting list.
- The Program tuition fee is \$5,600. The first semester fee of \$2,800 must be forwarded to the Registrar's Office by the date indicated in the letter of acceptance. The second term fee must be paid before the beginning of the second semester.
Please Note: Fees are subject to change without notice.

Special Fees and Expenses

In addition to tuition and registration fees, students can expect to spend approximately \$250 on textbooks and supplies.

Outcome: Certificate in the Costuming for Theatre and Film Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			15.50
ELCT 103	Wardrobe Management	2.00	
ELCT 104	Costume Cutting and Construction	4.50	
ELCT 105	History of Costume (Introduction)	2.00	
THTR 122	The Elements of Theatre: Costuming Program	2.00	
THTR 152	Costuming I	3.00	
TXTL 120	Dyeing and Breakdown for Film and Theatre I	2.00	
			15.50
SECOND TERM		COURSE Credits	REQUIRED Credits
Required Courses:			14.50
ELCT 110	Film Costumer Practicum	3.00	
ELCT 111	Advanced History of Costume	2.00	
ELCT 112	Advanced Wardrobe Management	2.00	
ELCT 113	Advanced Costume Cutting and Construction	4.50	
THTR 153	Costuming II	3.00	
			14.50
Total Program Credits			30.00

D. ENTRY LEVEL FILM ELECTRICAL & LIGHTING PROGRAM

The Program

This 14-week program is designed to prepare the student for entry-level positions in film industry Electrical/Lighting departments.

During classroom, lab and hands-on sessions, students will build a strong understanding of the technical procedures, methods and requirements for working in the film industry. Safety procedures are emphasized.

Following completion of classroom work, students will gain industry experience on a practicum placement with a local film equipment supply house.

Students will attend classes, five hours per day, five days per week.

The Entry Level Film Electrical/Lighting Program is offered twice per year, once in the fall (Usually beginning the week after Labour Day) and once in the Winter (usually beginning the week after New Year's.)

Program Objectives

Upon completion of the program, the student should be able to:

- Identify various kinds of lighting effects, parts of light fixtures and the relationship between various lights
- Maintain and use a broad array of grip, light mounting equipment and stands
- Understand basic electrical theory and perform elementary electrical calculations
- Read electrical schematics and adapt them to equipment operation using appropriate instrumentation
- Interpret specifications and equipment rental orders
- Understand the basic Canadian Electrical Code and perform required calculations
- Understand safety procedures, disassembly, testing and repair related to lighting equipment including lamps, cables and distribution gear

Admission and Registration Procedures

All students must meet the admission requirements for the College. Prospective students should contact the Professional Film Studies Department office at 604.990.7868 at any time and ask for an information package which describes the application process.

Program Fees and Expenses

Tuition: \$820

Please Note: Fees are subject to change without notice.

Some materials for the course are supplied and will be covered by the tuition fee. Students should expect an additional outlay of approximately \$500 for personal tools, books and a calculator.

Outcome: Certificate in the Entry Level Film Electrical & Lighting Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			15.00
ELCT 107	Entry Level Film Electrical Course	15.00	
Total Program Credits			15.00

E. ENTRY LEVEL GRIP PROGRAM

Career Opportunities

The film production sector is facing a shortage of skilled, experienced and properly trained workers to support the service industry and develop our local film production capability. Film production in the Lower Mainland has grown by an average of 21 percent each year for the past 10 years, with no end in sight. This makes film production one of the fastest growing industries in the province.

The Program

This 14-week program is designed to prepare the student for entry-level positions in film industry Grip departments.

During classroom, and hands-on sessions, students will build a strong understanding of the technical procedures, methods and requirements for working as a film industry Grip. Safety procedures are emphasized.

Students will gain experience working on Capilano College student productions during their 14-week program.

The student will attend a combination of classes and training labs, five hours per day, five days per week for a total of 14 weeks.

The Entry Level Grip Program is run twice per year, once in the fall (usually beginning the week after Labour Day) and once in the spring (usually beginning the week after New Years.)

Program Objectives

Upon completion of the program, the student should be able to:

- Prepare grip and electric equipment for operation
- Set-up for photography
- Assist with lighting the set
- Maintain equipment

Admission and Registration Procedures

All students must meet the admission requirements for the College. Prospective students should contact the Professional Film Studies Department office at 604.990.7868 at any time to request an information package that describes the application process.

Fees and Expenses

Tuition: \$820

Please Note: Fees are subject to change without notice.

Some materials for the course are supplied and will be covered by the tuition fee. Students should expect an additional outlay of approximately \$250 for personal tools and books.

Outcome: Certificate in the Entry Level Grip Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			15.00
ELCT 109	Entry Level Grip Course	15.00	
Total Program Credits			15.00

F. PROFESSIONAL FILM STUDIES PROGRAM

Career Opportunities

The film production sector is facing a shortage of skilled, experienced and properly trained workers to support the service industry and develop our local film production capability. Film production in the Lower Mainland has grown by an average of 21 percent each year for the past 10 years, with no end in sight. This makes film production one of the fastest growing industries in the province.

The Program

The Professional Film Studies Program is a two semester program of twelve weeks per semester, that gives students an introduction to the film industry and the variety of jobs available in film production. It also offers students an opportunity to explore industry employment options hands-on.

The first semester provides a theoretical introduction and includes a series of guest lectures by industry professionals and courses that the film industry rates as mandatory and recommended. The second semester offers specific information and hands-on experience with virtually all craft areas involved in the making of a movie and includes work on a film-making project. Students who complete the program will receive a certificate and can either apply for entry-level positions in the film industry or continue their education and training.

Admission Requirements and Procedures

1. Applicants must meet the following admission requirements:
 - 18 years of age
 - Grade 12 completion or equivalent or mature student status
 - Personal interview
 - Official copies of English Language Assessment (ELA) Test or Test of English as a Foreign Language (TOEFL), if applicable

- Aptitude for working in the film industry
- Please enclose any relevant materials with the application form such as copies of a video produced by the applicant, an essay outlining reasons for wanting to work in film, proof of volunteer work in film or video, proof of completing related courses, etc. It is strongly recommended that at least an essay be included. This documentation will be helpful to the selection committee members when making their decision.

2. An application for Admission must be submitted, together with official transcripts of all secondary and post-secondary courses to the Registrar's Office. In addition, a non-refundable \$20 application fee (\$100 for international students) must accompany the application. Applications for the fall intake will be accepted at any time prior to April 14. Applicants will be notified of their admission status by May 15.
3. The Program tuition fee is \$5,600. The first semester fee of \$2,800 must be forwarded to the Registrar's Office by the date indicated in the letter of acceptance. The tuition fee of \$2,800 for the second semester is due at the time of registration for that semester.

Please Note: Fees are subject to change without notice.

Special Fees and Expenses

In addition to tuition and registration fees, students can expect to spend approximately \$450 per term on textbooks and supplies.

Outcome: Certificate in the Professional Film Studies Program

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			14.00
FILM 100	Film Development and Production	2.00	
FILM 101	Working in Film Crafts	4.50	
FILM 102	Film Post-Production	1.50	
FILM 103	Screenplay Analysis and Breakdown	2.00	
FILM 104	The Business of Film Production	2.00	
FILM 110	Lighting and Camera for Film	2.00	
			14.00
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			13.50
FILM 105	Understanding Film Crafts	4.50	
FILM 106	The Directors - Roles of Assistant Directors	4.50	
FILM 107	Cinematography - Roles of Camera Assistants	4.50	
			13.50
Total Program Credits			27.50

FISHERIES & FORESTRY SCIENCE

See Applied Fisheries & Forestry Science in this section of the College Calendar.

GRAPHIC DESIGN AND ILLUSTRATION PROGRAM

See Illustration/Design Elements & Applications (IDEA) Program in this section of the College Calendar.

HOME SUPPORT/ PERSONAL CARE ATTENDANT PROGRAM

EIGHT-MONTH, 30-CREDIT CERTIFICATE PROGRAM

Faculty

T. ADLER, BA (Toronto), MSW (UBC)
 L. CUTHBERTSON, B.H.Sc. (OT) (McMaster), M.Ed. (Brock), Reg. O.T. (BC)
 M. DAYAN, BSR, MHA (UBC), MCPA, Registered Physiotherapist (BC)
 P. DeSOUSA, RN, BScN
 J. GIBBS, RSW, Sp.Ed. (WWU), Coordinator

Support Staff:

Nancy Findlater, Receptionist
 Lorraine Sickavish, Receptionist
 Diane Mills, Program Assistant

Contact

Tel: 604.984.4960
 Fax: 604.984.4993
 E-mail: dmills@capcollege.bc.ca

General Information

The Home Support/Personal Care Attendant program prepares students to work with people of all ages who have physical and/or developmental disabilities. Students are trained to give clients directed support in a variety of community settings so that the individual may achieve the fullest possible participation in society.

Program Description

The objective of the program is to provide students with the basic knowledge and skills required to be effective facilitators of independent living for people with physical and/or developmental disabilities. This full-time, eight-month certificate program prepares students for a career in the health and human services

field. Integrating theory with practice, the program offers practicum experiences in a variety of community settings.

The Home Support/Personal Care Attendant program ensures that students acquire knowledge and master skills necessary to deal with the functional, emotional, social and health implications of disabilities.

Services offered by the graduate attendant promote independent living for persons with physical and/or developmental disabilities and differ from the traditional medically-modelled services in many ways:

- Service goals are defined by the user, client or individual, not the medical service provider.
- Services are oriented towards promoting maximum independence for the client in all aspects of life.
- Services are directed towards enhancing an individual's present strengths and abilities, and enabling the development of future strengths.
- Services may be provided in a variety of settings (home, work, recreational setting, school, etc.)

Graduates receive the following certificates:

1. Personal Care Attendant
2. Home Support Level II
3. WHMIS (Workplace Hazardous Materials Information System)

The program includes core courses from the Home Support/Resident Care Attendant program (see RCAP and HSA courses under Program Content). Students in the Home Support/Personal Care Attendant program may pursue a Special Education Teacher Assistant (SETA) certificate by taking additional courses and completing a project or practicum.

Career Opportunities

In response to the trend for people with disabilities to live in the community rather than in an institution, the Home Support/Personal Care Attendant program prepares students to work with clients of all ages in a variety of community settings.

Graduates find employment in many areas, including group homes, private homes, recreation programs, schools and community agencies.

Because graduates must be prepared to work effectively within the full continuum of available settings, the Home Support/Personal Care Attendant program prepares students to assist persons with disabilities in a broad range of activities of daily living.

Admission Requirements

1. All prospective students are required to attend an information meeting and have a student/instructor interview prior to acceptance into the program. Interviews are held in mid-April. Further interviews may be held in mid-May, if spaces in the program are available.

2. Applicants must be at least 19 years of age and have a genuine desire to work with physically disabled people in the health and human services field. Two references are required.
3. The minimum educational prerequisite is Grade 10 or equivalent, with Grade 12 preferred. Students may be asked to complete a reading comprehension test.
4. Applicants need good physical and mental health, and are required to complete a medical report on a form provided by the College, plus evidence of the absence of active tuberculosis. Some practicum placements require a Criminal Record Check.
5. Students need a valid First Aid Certificate (which includes CPR). The student is responsible for obtaining this and presenting it to the coordinator before the first day of classes. The St. John's Emergency Level Safety Oriented First Aid Certificate or Residential Care Workers First Aid is acceptable.

How to Apply

All students must complete an Application for Admission form, available from the Registrar's Office at the main campus in North Vancouver, or at the regional campuses in Sechelt and Squamish. Applications for Admission must be submitted along with the \$20 application fee, official transcripts and other pertinent documents to:

Registrar's Office, Capilano College
2055 Purcell Way, North Vancouver, B.C. V7J 3H5
Tel: 604.984.4900; Fax: 604.984.1798

Graduation Requirements

Attendance: The Personal Care Attendant Program courses are intensive; regular attendance is essential. Students must obtain a minimum B-, 75% average (2.67 GPA) with completion of all courses in the program.

Fees and Expenses

The student can expect to spend approximately \$200 on books and supplies. Additional costs will be incurred for a First Aid course, transportation for practicums, and for a Criminal Record Check.

Financial aid is available to eligible students. See the Financial Aid section of this calendar.

Program Content

Length of Program: 30 weeks

Start Date: September

Finish Date: April

Number of College Credits Received: 30.75

Outcome: Certificate in the Home Support/ Personal Care Attendant Program

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			16.25
HSRC 101	Health and Healing: Concepts for Practice	3.75	
PCAD 013	Introduction: Physical Disabilities Concepts	3.00	
PCAD 014	Ethics and Values in Health Care	1.50	
PCAD 019	Applied Theory - Practicum I	1.50	
PCAD 022	Human Relations II	1.50	
PCAD 049	Applied Theory: Lab for Personal Assistants I	2.00	
RCAP 100	Health: Lifestyles and Choices	1.50	
RCAP 102	Human Relations: Interpersonal Communications	1.50	
			16.25
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			14.50
HSA. 110	Work Role: Concepts in Home Support	1.50	
HSA. 112	Special Needs in Home Support	1.50	
PCAD 023	Growth and Development	1.50	
PCAD 024	Advanced Physical Disabilities Concepts	3.00	
PCAD 029	Applied Theory: Practicum II	6.00	
PCAD 059	Applied Theory: Lab for Personal Assistants II	1.00	
			14.50
Total Program Credits			30.75

Part-time Courses

Part-time courses are available.

Prior Learning

Credit may be granted for prior learning.

HOME SUPPORT/RESIDENT CARE ATTENDANT PROGRAM

TWENTY-THREE WEEK CERTIFICATE PROGRAM

See also: Home Support/Personal Care Attendant program.

Instructional Faculty

T. ADLER, BA (Toronto), MSW (UBC)
P. DeSOUSA, RN, BScN
S. ENGELBERT, BA, RN, Coordinator
K. TAYLOR, RN

Support Staff

Diane Mills, Program Assistant

Contact

Tel: 604.984.4960
E-mail: dmills@capcollege.bc.ca

Career Opportunities

The number of people needing continuing health care and home care in our community is increasing, and there is an ever-growing demand for qualified men and women to work full-time or part-time in this field.

Graduates of this full-time program are qualified to work with clients/residents in various continuing care settings, such as extended care facilities, intermediate care facilities and Home Support Agencies. The potential for employment is good.

Employers may require a Criminal Record check.

The Program

The College offers a 23-week, full-time certificate program recognized throughout B.C. Graduates of the program are qualified to work with continuing care clients and residents in many different settings.

The program integrates health care theory with practice. Students learn the basics in physical care with a focus on the spiritual and emotional well-being of the resident. Clinical experiences take place in a variety of continuing care facilities and home support agencies. All students who are interested in the HS/RCA program must attend an information meeting and have an interview with an HS/RCA instructor.

Two programs are offered each year from September to February, and January to June. In the 2002/2003 academic year, the September 2002 program will be offered in North Vancouver. The January 2003 program will be offered in Squamish.

Applications are considered in October for the January program, and in April for the September program.

Graduates of the program may transfer some HSRC courses to the Licensed Practical Nurse program.

Admission Requirements

1. Applicants are required to attend an information meeting and have a student/instructor interview prior to acceptance into the program.
2. Applicants must be at least 19 years of age and have a genuine desire to work with families and seniors in the health field. Two written references are required.
3. The minimum educational prerequisite is Grade 10 or equivalent. Students may be asked to complete a reading comprehension test.
4. 40 hours of volunteer work at a long term care facility with a satisfactory reference.
5. Applicants need good physical and mental health, and are required to complete a medical report on a form provided by the College, plus evidence of absence of active tuberculosis.
6. Applicants must have current First Aid and CPR (level C) certificates. These must be presented to the coordinator on the first day of classes.

7. Applications for Admission must be submitted directly to the Registrar's Office, together with official transcripts of secondary and post-secondary education.
8. A current Criminal Record Check is required.

Graduation Requirements

Attendance: The Home Support/Resident Care Attendant courses are intensive; regular attendance is essential.

Students must obtain a B- average (2.67 CGPA), with completion of all courses in the program. If the average theory grade is lower than a B- the student will be unable to complete the last five-week clinical course, HSRC 113.

Fees and Expenses

The fees are in accordance with the College Calendar. The student can expect to spend approximately \$300 on books and supplies. Additional costs will be incurred for a first aid course, transportation for clinical practice, and for a criminal record check.

Financial aid is available to eligible students. Contact the Financial Aid office in Birch Building, Tel: 604.984.4966.

Outcome: Certificate in the Home Support/ Resident Care Attendant Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			18.25
HSRC 101	Health and Healing: Concepts for Practice	3.75	
HSRC 110	Work Role: Introduction to Continuing Care	1.50	
HSRC 111	Clinical Skills	7.00	
RCAP 100	Health: Lifestyles and Choices	1.50	
RCAP 102	Human Relations: Interpersonal Communications	1.50	
RCAP 112	Special Needs in Resident Care	3.00	
			18.25
SECOND TERM		Course Credits	Required Credits
Required Courses:			4.75
HSRC 113	Home Support/Resident Care Practicum	4.75	
			4.75
Total Program Credits			23.00

ILLUSTRATION / DESIGN: ELEMENTS & APPLICATIONS (IDEA) PROGRAM

This program is a department within the Media Technology Division. The Media Technology Division includes the Media program, Film Studies, Animation programs, and the Applied Information Technology (Infotec) program. Other art programs in this calendar include Studio Art and Textile Arts.

Faculty

M. ANDERSON, Dip. (Emily Carr College of Art & Design)
 J. EDGE, Alberta College of Art
 J. EDWARDS GRIFFIN, BA (University of Alberta)
 F. FORSTER, Alberta College of Art
 H. GRIBLIN, BA (UBC), Dip. (Emily Carr Institute of Art & Design)
 M. HICKS, California State University of Long Beach
 K. HOLLAND, Dip. (Johannesburg School of Art)
 K. JAGER, Dip. (Emily Carr Institute of Art & Design)
 S. KINAKIN, Capilano College
 P. MILELLI, Alberta College of Art
 J. SALAZAR, BA (San Jose State U)
 L. SAVAGE, BA (McGill), M.Ed. (U of A)
 D. TAIT, Emily Carr, Dip.V.S.A. (ECCAD)
 D. YASINSKI, BFA (U of M)

Contact:

Tel: 604.990.7820
 E-mail: idea@capcollege.bc.ca

The Program

The Illustration / Design: Elements and Applications, (IDEA) program is the natural, digital evolution of the previous Graphic Design and Illustration program. IDEA is a unique three-year program that prepares students for employment as visual communicators. The curriculum addresses applied development in design and illustration skills supported by a strong theoretical foundation. It teaches students conceptual development, project management and the current industry standards in technology.

Career Relevance

The emergence of new media and the importance of visual elements in contemporary communications have created a growing demand for visual communicators with strengths in both design and illustration who know digital and traditional methods. Upon completion of the program, IDEA students will have skills and knowledge for career opportunities in graphic design studios, book publishing, advertising agencies, corporations, in-house design departments, television studios, newspaper and magazine publishing, multi-

media and Web site companies, package design, exhibition design, fine arts, environmental graphics, and public relations firms. As well, graduates will have their own computers for freelance or contractual employment.

IDEA Environment

The IDEA program requires an intensive, full-time commitment. Courses are taught by professional illustrators, graphic designers, and consultants. IDEA offers a hands-on, practical learning environment. First year students working on fundamentals have their own work areas in a home-room environment and will need artist materials and supplies. Approximate cost will be \$2,000 for three years plus the purchase of a required colour kit for first year fundamentals for \$400. In the second year, the emphasis is on tools, processes and skills development, including mastering the digital domain. Students are required to purchase their own computer (Apple Macintosh) and software tools. IDEA's computer lab with dedicated workstations will network each student's computer, providing a "real world" working environment for almost all instruction and practical work. The third year is focused on career development with advanced projects, specialized areas of study and professional development. Students must take all courses.

The IDEA program uses the current industry standard in hardware and software configurations. Detailed computer requirements for the program are updated every year and will be outlined in the Digital Applications I course in first year. It is anticipated that students will need \$6,000 to \$7,000 for computer-related expenses.

Admission Requirements

Applicants to the program must supply the following documentation to Capilano College by Monday, March 31, 2003:

- Capilano College Application for Admission
- Secondary and Post-Secondary Transcripts
- Certificate of English Language Assessment Test (ELAT) or Test of English as a Foreign Language (TOEFL), if applicable

Late applications will not be accepted.

Note: All Applications for Admission must be submitted to the Registrar's Office. Official transcripts and other documents should be attached.

Portfolios

Portfolios must be submitted:

April 22, 23 and 24, 2003.

Portfolios will not be reviewed if proper documentation has not been received by the College by Monday, March 31, 2003.

Late portfolio submissions will not be accepted.

1. Portfolio Content:

- submit no fewer than 10–15 original samples of work (excluding slides of 3-D or larger work)
- portfolio samples must be produced, drawn, designed or photographed by the applicant and must represent current abilities
- imaginative, experimental designs, and drawings in any medium representing personal interests are encouraged
- 1/3 of the portfolio must include drawings/paintings from life (still life and figure – not from photography)

2. Presentation Format:

- samples must be flat, not rolled
- portfolio size must not be larger than 20" X 26" (50 cm X 66 cm)
- photographs or slides of larger or 3-D work are preferred

3. Submitting Your Portfolio:

- applicant's name and address must be printed on the outside of the portfolio in large letters with smaller labels attached to the back of each sample of work
- include a completed Program Information Sheet
- address the portfolio to:

Capilano College / IDEA program
AR106 – 2055 Purcell Way
North Vancouver, B.C., Canada V7J 3H5

- portfolios may be picked up between April 29th and May 20th or can be sent to the applicant – if sufficient postage, a cheque in the correct amount to cover the cost of return postage, or a prepaid waybill for a courier is provided

4. Portfolio Review:

Portfolios are reviewed by an admissions committee on the basis of drawing, design, colour, creativity, media variety, skills and presentation. Applicants whose portfolios meet the standards of the program will be required to attend a mandatory interview and have their drawing skills tested on a scheduled day during the week of May 5, 2003.

Successful applicants will be notified during the week of May 19, 2003.

All portfolios must be picked up by May 20, 2003.

The College cannot accept responsibility for loss or damage to an applicant's work.

Outcome: Diploma in the Illustration/Design: Elements & Applications Program

FIRST TERM

	Course Credits	Required Credits
Required Courses:		15.00

CMNS 123	Fundamentals of Communication for Artists and Designers	3.00
IDEA 100	Survey of Design	2.00
IDEA 110	Life Drawing I	2.00
IDEA 120	Mediums and Techniques I	2.00
IDEA 130	General Drawing I	2.00
IDEA 140	Colour Theory	1.00
IDEA 150	Elements of Design	1.00
IDEA 160	Survey of Typography	1.00
IDEA 161	Letterform Design	1.00

15.00

SECOND TERM

	Course Credits	Required Credits
Required Courses:		15.00

IDEA 105	Survey of Art and Illustration	3.00
IDEA 115	Life Drawing II	2.00
IDEA 125	Mediums and Techniques II	3.00
IDEA 135	General Drawing II	2.00
IDEA 155	Conceptual Design I	2.00
IDEA 175	Digital Applications I	3.00

15.00

THIRD TERM

	Course Credits	Required Credits
Required Courses:		15.00

IDEA 210	Life Drawing III	1.50
IDEA 220	Painting for Illustration I	2.00
IDEA 240	Photography	1.50
IDEA 250	Conceptual Design II	1.50
IDEA 260	Typography Digital I	2.00
IDEA 270	Digital Applications II	1.50
IDEA 271	Digital Applications III	1.50
IDEA 272	Digital Applications IV	1.50
IDEA 290	Applied Design I	2.00

15.00

FOURTH TERM

	Course Credits	Required Credits
Required Courses:		15.00

CMNS 223	Communications Skills, Applications & Contexts for Design & Art Direction	3.00
IDEA 225	Painting for Illustration II	1.50
IDEA 235	Information Illustration	1.50
IDEA 236	Institutional Illustration	2.00
IDEA 237	Diagrammatic Graphics	1.50
IDEA 265	Typography Digital II	2.00
IDEA 285	Web Site Design	1.50
IDEA 295	Applied Design II Persuasion	2.00

15.00

FIFTH TERM

	Course Credits	Required Credits
Required Courses:		15.00

IDEA 300	Business Practices/Design and Illustration	2.00
IDEA 330	Book and Editorial Illustration	2.00
IDEA 331	Advertising Illustration	2.00
IDEA 340	Production for Print and Digital Media	3.00
IDEA 350	Packaging	2.00
IDEA 380	Web Site Applications	2.00
IDEA 390	Applied Design III	2.00

15.00

SIXTH TERM

	Course Credits	Required Credits
Required Courses:		15.00

CMNS 323	Professional Communications for Artists and Designers	3.00
IDEA 335	Information Illustration II/Digital	2.00
IDEA 336	Promotional Illustration	2.00
IDEA 345	Survey of Professional Resources	2.00
IDEA 346	Self Promotion	2.00
IDEA 355	Design for Exhibits/Environmental Graphics	2.00
IDEA 395	Applied Design IV	2.00

15.00

Total Program Credits

90.00

JAZZ STUDIES

A. JAZZ STUDIES DIPLOMA PROGRAM

B. BACHELOR OF MUSIC IN JAZZ STUDIES DEGREE PROGRAM

Faculty

M. ALLEN, B.Mus. (McGill), MA (New York)
 F. ARDIEL, BA (SFU)
 M.J. BISCHOFF, M.Mus. (Georgia State)
 G. BOYLE
 B. COON, BFA (Concordia)
 D. DUKE, B.Mus. (UBC), MA (North Carolina), PhD (UVic)
 D. ESSON, B.Mus. (UBC)
 L. FALLS, ARCT (Toronto), B.Mus., M.Mus. (UBC)
 K. HAMMETT-VAUGHAN
 A. HAWIRKO
 F. HOULE, B.Mus. (McGill), M.Mus. (Yale)
 S. KARP, BA (Calif. State)
 L. KAARIO, B.Mus. (UBC), M.Mus. (WWU)
 L. KELLETT, B.Mus. (UBC)
 I. KUKURUDZA
 A. LACHANCE
 S. MADDOCK, Dip. (Peel School of the Arts)
 R. MAROIS, B.Mus. (Laval)
 A. MATHESON, B.Mus. (Northwestern)
 R. MCKENZIE, B.Mus. (UBC), M.Mus. (UBC)

G. MCNAB, B.Mus. (UBC), M.Mus. (UBC),

Coordinator

K. MOORE

T. NICKELS, BA (UCLA)

M. REVELEY, B.Mus. (UBC), Diploma (Berklee School of Music)

D. ROBBINS, B.Mus., M.Mus. (McGill)

R. SAMWORTH

C. SIGERSON

R. TAGGART

C. TARRY, B. Mus. (Berklee)

B. TURNER, B. Mus (WWU), M.Mus. (N. Texas)

D. VAN DER SCHYFF

K. WAY, B.Mus., M.Mus. (UBC)

B. WICKJORD

A. WOLD, B.Mus. (UBC), ARCT (Toronto)

Contact

Grace McNab, Coordinator

Tel: 604.986.1911, local 2305

Fax: 604.983.7559

E-mail: gmcnab@capcollege.bc.ca

General Information

Capilano College offers a four-year Bachelor of Music (Jazz Studies) in collaboration with the British Columbia Open University. A two-year Diploma in Jazz Studies is also available.

The College also offers a two-year university transfer program in classical music and a four-year degree in Music Therapy (also in collaboration with the British Columbia Open University).

Jazz Studies Program Mission and Goals

The Bachelor of Music in Jazz Studies is an applied academic degree. The program's mission is to produce graduates with a broad-based academic background and comprehensive abilities in music with jazz as the main focus. As jazz is an eclectic art form that draws upon influences from many different musical genres, graduates will have been exposed to music from diverse cultural sources, historical periods and media. Jazz is an applied art form; therefore, the achievement of specific high standards in vocal and/or instrumental performance, improvisation, composition, and arranging are fundamental goals of the program curriculum. Demonstration of ability in these areas is a qualifying requirement for all graduates.

Career Opportunities

The **two-year Diploma program** is intended to provide its students with the skills necessary to develop careers as self-employed professionals in the contemporary music industry.

The **four-year Degree program** provides a curriculum which balances and integrates the instruction of jazz, traditional music, and general academic electives to

provide an enriched education at the degree level. It is an attractive option for those who wish to pursue music as self-employed professionals, for those who wish to continue their musical development as part of a liberal arts education before pursuing other careers, and for those interested in teaching music in the public school system. Majors in Vocal Performance, Instrumental Performance, Arranging/Composition, and General Studies with an Education Stream are available. Those interested in teaching would enrol in the Education Stream of the General Studies program.

Facilities

As recording experience has become an essential part of today's musical training, the Jazz Studies program has now integrated multi-track recording into the curriculum. Vocal, instrumental, and arranging/composition students all make use of our multi-track facilities.

Computer labs are available to students for supplemental help in ear training, sight-reading, and other basic music skills, as well as the printing and recording of theory and arranging assignments.

Faculty

The Jazz Studies program prides itself on the number and quality of specialized faculty it has on staff. Most instructors are also top professional musicians who bring extensive practical experience to their classes.

Admission Requirements for First Year (Diploma)

All applicants must:

- have Grade 12 graduation or equivalent or mature student status
- demonstrate an adequate knowledge of theory rudiments through a department test
- display a sufficiently high level of performance and sight-reading ability on their concentration instrument (see Auditions)
- pass a simple aural aptitude test involving pitch and rhythm matching
- submit two letters of recommendation from music professionals or instructors

Admission Requirements for Transfer/Returning Students (Diploma)

All applicants must:

- meet the general admission requirements of Capilano College
- display a sufficiently high level of performance and sight-reading ability on their concentration instrument (see Auditions)
- take an aural test to determine their basic acceptability and placement within the ear training sequence (see Transfer of Credit)
- take a keyboard proficiency test to determine their placement within the class keyboard sequence (see Transfer of Credit)

- submit two letters of recommendation from music professionals or instructors

The auditioning instructor will make recommendations regarding acceptance, eligibility and placement in some performance classes, placement in Private Music Instruction (PMI), and required remedial work.

Admission Prerequisites for Fourth Year Degree Program

Upon completion of the two-year Diploma in Jazz Studies, a student may register as a third-year student in one of the degree options. Permission to enrol in any major will be based on completion of prerequisite requirements, and the recommendation of the faculty concerned. Continuation in the Vocal Performance, Instrumental Performance and Arranging/Composition majors is subject to review at the end of the third year of studies. Students may be accepted into some upper level courses before the completion of their diploma on a part-time or probationary basis with the permission of the instructors involved, but official acceptance into the degree program is necessary before any opportunity to graduate should be anticipated.

Transfer students should not anticipate immediate acceptance into the degree program, as there are normally some lower level music courses and/or general electives that must be completed before this can take place. Official acceptance into a major of the degree program can be applied for once the requirements for the two-year Jazz Studies diploma have been met. (See Graduation Requirements, Two-Year Diploma.)

Admission Procedures:

1. Submit the Application for Admission to the Registrar's Office, together with official transcripts of all secondary and post-secondary education.
2. Information meetings, auditions and placement tests are held in May. Please call 604.984.4951 for meeting times and audition appointments.

Auditions

Auditions are required for all entrants. Live audition and testing is preferred. (Contact the Jazz Studies program for specific audition requirements and schedule.)

Entrance into the Jazz Studies program is competitive as seats are restricted. Applicants are ranked in comparison with others who audition on the same concentration instrument with the entrance year applied for taken into consideration. Providing that all other entrance requirements have been passed, students will be admitted in the order of their ranking until the seats available for that instrument have been filled.

Separate auditions are held for the Capilano College Singers, Jazz Choirs, and Jazz Bands. Acceptance into the program does not guarantee acceptance into these ensembles. It is the student's responsibility to sign up for and attend these auditions.

Transfer of Credit

The Jazz Studies program grants transfer credit for courses taken at other post-secondary institutions if they are applicable and have suitable equivalency. Because of the wide variations that exist in approach and emphasis in various music programs, the Jazz Studies program reserves the right to examine for competency according to our course requirements before transfer credit is approved.

Transfer of concentration performance instrument courses, keyboard and ear training credits will be possible only up to the placement level determined by the auditioner and by keyboard and ear training test results.

Since the Capilano program emphasizes jazz studies and many other Canadian music degree programs provide a study of traditional music, block transfer of courses to other institutions is not available. Several individual courses have, however, been accepted by institutions with similar offerings.

Special Fees and Expenses

The fees for private music instruction (PMI) will be announced at least one month prior to the beginning of the fall term.

In 2000-2001 the fees for PMI were \$430 (\$215 per credit) for the Jazz Studies program. PMI fees are subject to change without notice. PMI lab fees are \$30.

Satisfactory Standing

Students considered to be in *Satisfactory Standing* are entitled to pre-register in the next term of the program.

A student who has not maintained a satisfactory standing in a program in any term may be denied permission to register in that program in a subsequent term, or be required to re-audition.

To maintain satisfactory standing, all Jazz Studies students must be enrolled in a full-time course of study (at least nine credit hours) that includes a reasonable number of courses specific to their major (normally three) and must achieve a grade point average above 1.8.

The grade of D in a course, although a minimal pass, is not sufficient to fulfil prerequisite requirements.

Students should refer to the section on academic performance in the College Calendar for further information on *Academic Probation*.

In addition, to qualify and continue in the specialized majors, Jazz Studies Degree students are expected to achieve a minimum grade of B- in all courses directly related to that major. These courses are:

Arranging/Composition

Concentration PMI (Composition)
All required Theory courses
Arranging I, II, III, IV
Rhythm Section Writing

Instrumental Performance

Concentration PPMI
Improvisation I, II, III, IV
All Small Ensembles
All Large Instrumental Ensembles

Vocal Performance

Concentration PPMI
Improvisation I, II
Vocal Master Class I, II
Studio Vocal Performance I, II, III, IV
Vocal Jazz Master Class I, II, III, IV
All Vocal Ensembles

C grades (C-, C, C+) in these courses can be applied for credit toward the Bachelor of Music in Jazz Studies only with the permission of the Jazz Studies Grade Appeals Committee. When unusual circumstances have resulted in lower than expected grades in a student's first semester of a continuing course, instructors may recommend to the Committee that the student be given probationary acceptance into the next semester of the course. If the student fails to achieve a minimum of B- in the next level of the course, no credit for either course can be applied toward the specialized degree.

A. JAZZ STUDIES DIPLOMA PROGRAM

TWO-YEAR DIPLOMA

Students will be awarded a two-year diploma in Jazz Studies upon completion of the first two years of requirements for either the vocal or instrumental concentrations as outlined below. The General Elective credits are required of only those planning on continuing toward a four-year degree. For the purposes of the diploma, JAZZ 271 and 273 may be replaced by six credits of Jazz, Music or if approved by the coordinator, General Electives.

Upon demonstration of sufficient piano skills a student may be given advanced placement in Class Piano. These required credits may be replaced with credits from any Jazz, Music or General Electives.

Outcome: Diploma in the Jazz Studies Program (Instrumental Concentration)

FIRST TERM

Required Courses:

		<i>Course Credits</i>	<i>Required Credits</i>
ENGL 100	Composition	3.00	13.00
JAZZ 103	The Language of Music	3.00	
JAZZ 114	Class Piano I	1.00	
JAZZ 170	History of Jazz	3.00	
JAZZ 184	Sight Singing/Ear Training I	1.50	
JAZZ 194	Small Ensemble I	1.50	

Choose 'Required Credits' from the following list:

1.00

ENSJ 120	Guitar/Bass Ensemble I	1.00
ENSJ 135	Jazz Ensemble I	1.00
ENSJ 136	Instrumental Ensemble I	1.00
ENSJ 140	Percussion Ensemble I	1.00
ENSJ 220	Guitar/Bass Ensemble III	1.00
ENSJ 235	Jazz Ensemble II	1.00
ENSJ 236	Instrumental Ensemble III	1.00
ENSJ 240	Percussion Ensemble III	1.00
ENSJ 320	Guitar/Bass Ensemble V	1.00
ENSJ 335	Jazz Ensemble III	1.00
ENSJ 336	Instrumental Ensemble IV	1.00
ENSJ 340	Percussion Ensemble V	1.00
ENSJ 435	Jazz Ensemble IV	1.00
ENSJ 436	Instrumental Ensemble VII	1.00
ENSJ 440	Percussion Ensemble VII	1.00
ENSM 100	Choir - Ensemble I	1.00
ENSM 200	Choir - Ensemble III	1.00

Choose 'Required Credits' from the following list:

2.00

PMI. 126	Jazz Guitar	2.00
PMI. 127	Jazz Bass	2.00
PMI. 128	Jazz Piano	2.00
PMI. 134	Jazz Saxophone	2.00
PMI. 135	Jazz Trumpet	2.00
PMI. 136	Jazz Trombone	2.00
PMI. 140	Jazz Percussion (Indefinite Pitch)	2.00

16.00

SECOND TERM		Course Credits	Required Credits	THIRD TERM		Course Credits	Required Credits
Required Courses:			8.50	Required Courses:			7.00
JAZZ 105	Rhythm Section Writing	1.50		JAZZ 203	Jazz Theory and Composition II	1.50	
JAZZ 106	Traditional Harmony and Composition	1.50		JAZZ 214	Class Piano III	1.00	
JAZZ 107	Jazz Theory and Composition I	1.50		JAZZ 282	Improvisation I	1.50	
JAZZ 115	Class Piano II	1.00		JAZZ 284	Sight Singing/Ear Training III	1.50	
JAZZ 185	Sight Singing/Ear Training II	1.50		JAZZ 294	Small Ensemble III	1.50	
JAZZ 195	Small Ensemble II	1.50		Choose 'Required Credits' from the following list:			1.00
Choose 'Required Credits' from the following list:			1.00	ENSJ ###	See First term for list of available Ensembles	1.00	
ENSJ 170	Guitar/Bass Ensemble II	1.00		Choose 'Required Credits' from the following list:			3.00
ENSJ 185	Jazz Ensemble I	1.00		JAZZ 172	Arranging I	1.50	
ENSJ 186	Instrumental Ensemble II	1.00		JAZZ 240	Form and Analysis	1.50	
ENSJ 190	Percussion Ensemble II	1.00		JAZZ 271	Music History I	3.00	
ENSJ 270	Guitar/Bass Ensemble IV	1.00		Choose 'Required Credits' from the following list:			2.00
ENSJ 285	Jazz Ensemble II	1.00		PMI. 326	Jazz Guitar	2.00	
ENSJ 286	Instrumental Ensemble IV	1.00		PMI. 327	Jazz Bass	2.00	
ENSJ 290	Percussion Ensemble IV	1.00		PMI. 328	Jazz Piano	2.00	
ENSJ 370	Guitar/Bass Ensemble VI	1.00		PMI. 334	Jazz Saxophone	2.00	
ENSJ 385	Jazz Ensemble III	1.00		PMI. 335	Jazz Trumpet	2.00	
ENSJ 386	Instrumental Ensemble VI	1.00		PMI. 336	Jazz Trombone	2.00	
ENSJ 390	Percussion Ensemble VI	1.00		PMI. 340	Jazz Percussion (Indefinite Pitch)	2.00	
ENSJ 485	Jazz Ensemble IV	1.00		Choose 3.00 credits of Academic Electives			3.00
ENSJ 486	Instrumental Ensemble VIII	1.00					16.00
ENSJ 490	Percussion Ensemble VIII	1.00		FOURTH TERM		Course Credits	Required Credits
ENSM 150	Choir - Ensemble II	1.00		Required Courses:			7.00
ENSM 250	Choir - Ensemble IV	1.00		JAZZ 204	Jazz Theory and Composition III	1.50	
Choose 'Required Credits' from the following list:			3.00	JAZZ 215	Class Piano IV	1.00	
ENGL 103	Studies in Contemporary Literature	3.00		JAZZ 283	Improvisation II	1.50	
ENGL 104	Fiction	3.00		JAZZ 285	Sight Singing/Ear Training IV	1.50	
ENGL 105	Poetry	3.00		JAZZ 295	Small Ensemble IV	1.50	
ENGL 106	Drama	3.00		Choose 'Required Credits' from the following list:			2.00
Choose 'Required Credits' from the following list:			2.00	PMI. 426	Jazz Guitar	2.00	
PMI. 226	Jazz Guitar	2.00		PMI. 427	Jazz Bass	2.00	
PMI. 227	Jazz Bass	2.00		PMI. 428	Jazz Piano	2.00	
PMI. 228	Jazz Piano	2.00		PMI. 434	Jazz Saxophone	2.00	
PMI. 234	Jazz Saxophone	2.00		PMI. 435	Jazz Trumpet	2.00	
PMI. 235	Jazz Trumpet	2.00		PMI. 436	Jazz Trombone	2.00	
PMI. 236	Jazz Trombone	2.00		PMI. 440	Jazz Percussion	2.00	
PMI. 240	Jazz Percussion (Indefinite Pitch)	2.00		Choose 'Required Credits' from the following list:			3.00
			14.50	JAZZ 172	Arranging I	1.50	
				JAZZ 240	Form and Analysis	1.50	
				JAZZ 273	Music History II	3.00	
				Choose 'Required Credits' from the following list:			1.00
				ENSJ ###	See second term for list of available Ensembles	1.00	
				Choose 3.00 credits of Academic Electives			3.00
							16.00
				Total Program Credits			62.50

Outcome: Diploma in the Jazz Studies Program (Vocal Concentration)

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			15.00
ENGL 100	Composition	3.00	
JAZZ 103	The Language of Music	3.00	
JAZZ 114	Class Piano I	1.00	
JAZZ 136	Vocal Jazz Master Class I	1.50	
JAZZ 170	History of Jazz	3.00	
JAZZ 184	Sight Singing/Ear Training I	1.50	
PMI. 145	Jazz Voice	2.00	
Choose 'Required Credits' from the following list:			1.00
ENSJ 105	Jazz Choir	1.00	
ENSJ 205	Jazz Choir	1.00	
ENSJ 305	Jazz Choir	1.00	
ENSJ 306	Jazz Vocal Ensemble (by audition only)	1.00	
ENSJ 405	Jazz Choir	1.00	
ENSJ 406	Jazz Vocal Ensemble III	1.00	
ENSM 100	Choir - Ensemble I	1.00	
ENSM 200	Choir - Ensemble III	1.00	
			16.00
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			10.50
JAZZ 105	Rhythm Section Writing	1.50	
JAZZ 106	Traditional Harmony and Composition	1.50	
JAZZ 107	Jazz Theory and Composition I	1.50	
JAZZ 115	Class Piano II	1.00	
JAZZ 137	Vocal Jazz Master Class II	1.50	
JAZZ 185	Sight Singing/Ear Training II	1.50	
PMI. 245	Jazz Voice	2.00	
Choose 'Required Credits' from the following list:			3.00
ENGL 103	Studies in Contemporary Literature	3.00	
ENGL 104	Fiction	3.00	
ENGL 105	Poetry	3.00	
ENGL 106	Drama	3.00	
Choose 'Required Credits' from the following list:			1.00
ENSJ 155	Swing Choir	1.00	
ENSJ 255	Jazz Choir II	1.00	
ENSJ 355	Jazz Choir III	1.00	
ENSJ 356	Jazz Vocal Ensemble II	1.00	
ENSJ 455	Jazz Choir IV	1.00	
ENSJ 456	Jazz Vocal Ensemble IV	1.00	
ENSM 150	Choir - Ensemble II	1.00	
ENSM 250	Choir - Ensemble IV	1.00	
			14.50

THIRD TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			9.00
JAZZ 203	Jazz Theory and Composition II	1.50	
JAZZ 214	Class Piano III	1.00	
JAZZ 236	Studio Vocal Performance I	1.50	
JAZZ 238	Vocal Jazz Master Class I	1.50	
JAZZ 284	Sight Singing/Ear Training III	1.50	
PMI. 345	Jazz Voice	2.00	
Choose 'Required Credits' from the following list:			1.00
ENSJ ###	See first term for list of available Ensembles	1.00	
Choose 'Required Credits' from the following list:			3.00
JAZZ 172	Arranging I	1.50	
JAZZ 240	Form and Analysis	1.50	
JAZZ 271	Music History I	3.00	
Choose 3.00 credits of Academic Electives			3.00
			16.00
FOURTH TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			9.00
JAZZ 204	Jazz Theory and Composition III	1.50	
JAZZ 215	Class Piano IV	1.00	
JAZZ 237	Studio Vocal Performance II	1.50	
JAZZ 239	Vocal Jazz Master Class II	1.50	
JAZZ 285	Sight Singing/Ear Training IV	1.50	
PMI. 445	Jazz Voice	2.00	
Choose 'Required Credits' from the following list:			1.00
ENSJ ###	See second term for list of available Ensembles	1.00	
Choose 'Required Credits' from the following list:			3.00
JAZZ 172	Arranging I	1.50	
JAZZ 240	Form and Analysis	1.50	
JAZZ 273	Music History II	3.00	
Choose 3.00 credits of Academic Electives			3.00
			16.00
Total Program Credits			62.50

B. BACHELOR OF MUSIC IN JAZZ STUDIES DEGREE PROGRAM

FOUR-YEAR DEGREE

Students must complete all courses outlined in one of the following major areas of study to be eligible for the Bachelor of Music in Jazz Studies degree from the British Columbia Open University.

These major areas of study may include Jazz or Music electives which should be chosen in consultation with the Coordinator of the program.

Certain courses in the third and fourth years of the degree program are offered on a rotational basis every two years. Be sure to consider the year that these courses are due to be offered when planning your course load for the year. The placement of these rotating courses in your schedule will not necessarily conform to the semester plans presented below. Please take every precaution to ensure that you have all the necessary prerequisites in place when you plan to take them. The courses offered on a rotational basis are subject to change, but presently are JAZZ 460, MUS. 210/211 and MUS. 218/219.

Outcome: Bachelor of Music in Jazz Studies, Majoring in Arranging/Composing

THIRD YEAR, FALL TERM

	Course Credits	Required Credits
Required Courses:		6.50

JAZZ 271	Music History I	3.00
JAZZ 370	Jazz Styles	1.50
PMI. 544	Composition	2.00

Choose 'Required Credits' from the following list: 1.00

ENSJ 105	Jazz Choir	1.00
ENSJ 120	Guitar/Bass Ensemble I	1.00
ENSJ 135	Jazz Ensemble I	1.00
ENSJ 136	Instrumental Ensemble I	1.00
ENSJ 140	Percussion Ensemble I	1.00
ENSJ 205	Jazz Choir	1.00
ENSJ 220	Guitar/Bass Ensemble III	1.00
ENSJ 235	Jazz Ensemble II	1.00
ENSJ 236	Instrumental Ensemble III	1.00
ENSJ 240	Percussion Ensemble III	1.00
ENSJ 305	Jazz Choir	1.00
ENSJ 306	Jazz Vocal Ensemble I (by audition only)	1.00
ENSJ 320	Guitar/Bass Ensemble V	1.00
ENSJ 335	Jazz Ensemble III	1.00
ENSJ 336	Instrumental Ensemble IV	1.00
ENSJ 340	Percussion Ensemble V	1.00
ENSJ 405	Jazz Choir	1.00
ENSJ 406	Jazz Vocal Ensemble III	1.00
ENSJ 435	Jazz Ensemble IV	1.00
ENSJ 436	Instrumental Ensemble VII	1.00

ENSJ 440	Percussion Ensemble VII	1.00	
ENSM 100	Choir - Ensemble I	1.00	
ENSM 200	Choir - Ensemble III	1.00	

Choose 'Required Credits' from the following list: 3.00

ENSJ ###	Any large ensemble	1.00
JAZZ 382	Improvisation III	1.50
JAZZ 383	Improvisation IV	1.50
JAZZ 394	Small Ensemble V	1.50
JAZZ 395	Small Ensemble VI	1.50
JAZZ 494	Small Ensemble VII	1.50
JAZZ 495	Small Ensemble VIII	1.50
MUS. 210	Class Woodwinds I	1.50
MUS. 211	Class Woodwinds II	1.50
MUS. 218	Class Brass	1.50
MUS. 219	Class Percussion	1.50
PMI. ###	Private Music Instruction - Secondary	1.00

Choose 'Required Credits' from the following list: 1.00

PMI. 576	Jazz Guitar	1.00
PMI. 577	Jazz Bass	1.00
PMI. 578	Jazz Piano	1.00
PMI. 584	Jazz Saxophone	1.00
PMI. 585	Jazz Trumpet	1.00
PMI. 586	Jazz Trombone	1.00
PMI. 590	Jazz Percussion	1.00

Choose 3.00 credits of Academic Electives 3.00

14.50

THIRD YEAR, SPRING TERM

<i>Course Credits</i>	<i>Required Credits</i>
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Required Courses:**9.50**

JAZZ 273	Music History II	3.00
JAZZ 300	20th Century Theory	3.00
JAZZ 372	Arranging III	1.50
PMI. 644	Composition	2.00

Choose 'Required Credits' from the following list:**1.50**

ENSJ ###	Any large ensemble	1.00
JAZZ 382	Improvisation III	1.50
JAZZ 383	Improvisation IV	1.50
JAZZ 394	Small Ensemble V	1.50
JAZZ 395	Small Ensemble VI	1.50
JAZZ 494	Small Ensemble VII	1.50
JAZZ 495	Small Ensemble VIII	1.50
MUS. 210	Class Woodwinds I	1.50
MUS. 211	Class Woodwinds II	1.50
MUS. 218	Class Brass	1.50
MUS. 219	Class Percussion	1.50
PMI. ###	Private Music Instruction - Secondary	1.00

Choose 'Required Credits' from the following list:**1.00**

ENSJ 155	Swing Choir	1.00
ENSJ 170	Guitar/Bass Ensemble II	1.00
ENSJ 185	Jazz Ensemble I	1.00
ENSJ 186	Instrumental Ensemble II	1.00
ENSJ 190	Percussion Ensemble II	1.00
ENSJ 255	Jazz Choir II	1.00
ENSJ 270	Guitar/Bass Ensemble IV	1.00
ENSJ 285	Jazz Ensemble II	1.00
ENSJ 286	Instrumental Ensemble IV	1.00
ENSJ 290	Percussion Ensemble IV	1.00
ENSJ 355	Jazz Choir III	1.00
ENSJ 356	Jazz Vocal Ensemble II	1.00
ENSJ 370	Guitar/Bass Ensemble VI	1.00
ENSJ 385	Jazz Ensemble III	1.00
ENSJ 386	Instrumental Ensemble VI	1.00
ENSJ 390	Percussion Ensemble VI	1.00
ENSJ 455	Jazz Choir IV	1.00
ENSJ 456	Jazz Vocal Ensemble IV	1.00
ENSJ 485	Jazz Ensemble IV	1.00
ENSJ 486	Instrumental Ensemble VIII	1.00
ENSJ 490	Percussion Ensemble VIII	1.00
ENSM 150	Choir - Ensemble II	1.00
ENSM 250	Choir - Ensemble IV	1.00

Choose 'Required Credits' from the following list:**1.00**

PMI. 676	Jazz Guitar	1.00
PMI. 677	Jazz Bass	1.00
PMI. 678	Jazz Piano	1.00
PMI. 684	Jazz Saxophone	1.00
PMI. 685	Jazz Trumpet	1.00
PMI. 686	Commercial Trombone	1.00
PMI. 690	Jazz Percussion	1.00

Choose 3.00 credits of Academic Electives**3.00****16.00****FOURTH YEAR, FALL TERM**

<i>Course Credits</i>	<i>Required Credits</i>
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Required Courses:**8.00**

JAZZ 310	Jazz Pedagogy	1.50
JAZZ 410	Conducting I	1.50
JAZZ 460	Commercial Relations in Music	1.50
JAZZ 472	Jazz Arranging IV	1.50
PMI. 744	Composition	2.00

Choose 'Required Credits' from the following list:**1.00**

ENSJ ###	See Third year, fall term for list of available Ensembles	1.00
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Choose 'Required Credits' from the following list:**3.00**

ENSJ ###	Any Large Ensemble	1.00
JAZZ 382	Improvisation III	1.50
JAZZ 383	Improvisation IV	1.50
JAZZ 394	Small Ensemble V	1.50
JAZZ 395	Small Ensemble VI	1.50
JAZZ 494	Small Ensemble VII	1.50
JAZZ 495	Small Ensemble VIII	1.50
MUS. 210	Class Woodwinds I	1.50
MUS. 211	Class Woodwinds II	1.50
MUS. 218	Class Brass	1.50
MUS. 219	Class Percussion	1.50
PMI. ###	Private Music Instruction - Secondary	1.00

Choose 'Required Credits' from the following list:**1.00**

PMI. 776	Jazz Guitar Secondary	1.00
PMI. 777	Jazz Bass Secondary	1.00
PMI. 778	Jazz Piano Secondary	1.00
PMI. 784	Commercial Saxophone	1.00
PMI. 785	Commercial Trumpet Secondary	1.00
PMI. 786	Commercial Trombone Secondary	1.00
PMI. 790	Jazz Percussion Secondary	1.00

Choose 3.00 credits of Academic Electives**3.00****16.00**

FOURTH YEAR, SPRING TERM

		<i>Course Credits</i>	<i>Required Credits</i>			<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			6.00	ENSJ 236	Instrumental Ensemble III	1.00	
JAZZ 411	Conducting II	1.50		ENSJ 240	Percussion Ensemble III	1.00	
JAZZ 470	World Music	1.50		ENSJ 305	Jazz Choir	1.00	
PPMI 844	Private Music Instruction - Performance	3.00		ENSJ 306	Jazz Vocal Ensemble (by audition only)	1.00	
Choose 'Required Credits' from the following list:			1.00	ENSJ 320	Guitar/Bass Ensemble V	1.00	
ENSJ ###	See Third year, fall term for list of available Ensembles	1.00		ENSJ 335	Jazz Ensemble III	1.00	
Choose 'Required Credits' from the following list:			3.00	ENSJ 336	Instrumental Ensemble IV	1.00	
ENSJ ###	Any Large Ensemble	1.00		ENSJ 340	Percussion Ensemble V	1.00	
JAZZ 382	Improvisation III	1.50		ENSJ 405	Jazz Choir	1.00	
JAZZ 383	Improvisation IV	1.50		ENSJ 406	Jazz Vocal Ensemble III	1.00	
JAZZ 394	Small Ensemble V	1.50		ENSJ 435	Jazz Ensemble IV	1.00	
JAZZ 395	Small Ensemble VI	1.50		ENSJ 436	Instrumental Ensemble VII	1.00	
JAZZ 494	Small Ensemble VII	1.50		ENSJ 440	Percussion Ensemble VII	1.00	
JAZZ 495	Small Ensemble VIII	1.50		ENSM 100	Choir - Ensemble I	1.00	
MUS. 210	Class Woodwinds I	1.50		ENSM 200	Choir - Ensemble III	1.00	
MUS. 211	Class Woodwinds II	1.50		Choose 'Required Credits' from the following list:			2.00
MUS. 218	Class Brass	1.50		PMI. 526	Jazz Guitar	2.00	
MUS. 219	Class Percussion	1.50		PMI. 527	Jazz Bass	2.00	
PMI. ###	Private Music Instruction - Secondary	1.00		PMI. 528	Jazz Piano	2.00	
Choose 'Required Credits' from the following list:			1.00	PMI. 534	Jazz Saxophone	2.00	
PMI. 876	Jazz Guitar Secondary	1.00		PMI. 535	Jazz Trumpet	2.00	
PMI. 877	Jazz Piano Secondary	1.00		PMI. 536	Jazz Trombone	2.00	
PMI. 878	Commercial Piano Secondary	1.00		PMI. 540	Jazz Percussion	2.00	
PMI. 884	Jazz Saxophone Secondary	1.00		Choose 'Required Credits' from the following list:			4.50
PMI. 885	Jazz Trumpet Secondary	1.00		ENSJ ###	Any Large Ensemble	1.00	
PMI. 886	Jazz Trombone Secondary	1.00		JAZZ 372	Arranging III	1.50	
PMI. 890	Jazz Percussion Secondary	1.00		JAZZ 382	Improvisation III	1.50	
Choose 3.00 credits of Academic Electives			3.00	JAZZ 383	Improvisation IV	1.50	
			14.00	JAZZ 394	Small Ensemble V	1.50	
Total Program Credits			60.50	JAZZ 395	Small Ensemble VI	1.50	

**Outcome: Bachelor of Music in Jazz Studies,
Majoring in General Studies****THIRD YEAR, FALL TERM**

		<i>Course Credits</i>	<i>Required Credits</i>			<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			4.50	JAZZ 472	Jazz Arranging IV	1.50	
JAZZ 172	Arranging I	1.50		JAZZ 494	Small Ensemble VII	1.50	
JAZZ 240	Form and Analysis	1.50		JAZZ 495	Small Ensemble VIII	1.50	
JAZZ 370	Jazz Styles	1.50		MUS. 210	Class Woodwinds I	1.50	
Choose 'Required Credits' from the following list:			1.00	MUS. 211	Class Woodwinds II	1.50	
ENSJ 105	Jazz Choir	1.00		MUS. 218	Class Brass	1.50	
ENSJ 120	Guitar/Bass Ensemble I, II	1.00		MUS. 219	Class Percussion	1.50	
ENSJ 135	Jazz Ensemble I	1.00		PMI. ###	Private Music Instruction - Secondary	1.00	
ENSJ 136	Instrumental Ensemble I	1.00		Choose 3.00 credits of Academic Electives			3.00
ENSJ 140	Percussion Ensemble I	1.00					15.00
ENSJ 205	Jazz Choir	1.00					
ENSJ 220	Guitar/Bass Ensemble III, IV, V, VI	1.00					
ENSJ 235	Jazz Ensemble II	1.00					

THIRD YEAR, SPRING TERM

Course Credits	Required Credits
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Required Courses:**3.00**

JAZZ 241	Counterpoint	1.50
JAZZ 272	Arranging II	1.50

Choose 'Required Credits' from the following list: 1.00

ENSJ 155	Swing Choir	1.00
ENSJ 170	Guitar/Bass Ensemble II	1.00
ENSJ 185	Jazz Ensemble I	1.00
ENSJ 186	Instrumental Ensemble II	1.00
ENSJ 190	Percussion Ensemble II	1.00
ENSJ 255	Jazz Choir II	1.00
ENSJ 270	Guitar/Bass Ensemble IV	1.00
ENSJ 285	Jazz Ensemble II	1.00
ENSJ 286	Instrumental Ensemble IV	1.00
ENSJ 290	Percussion Ensemble IV	1.00
ENSJ 355	Jazz Choir III	1.00
ENSJ 356	Jazz Vocal Ensemble II	1.00
ENSJ 370	Guitar/Bass Ensemble VI	1.00
ENSJ 385	Jazz Ensemble III	1.00
ENSJ 386	Instrumental Ensemble VI	1.00
ENSJ 390	Percussion Ensemble VI	1.00
ENSJ 455	Jazz Choir IV	1.00
ENSJ 456	Jazz Vocal Ensemble IV	1.00
ENSJ 485	Jazz Ensemble IV	1.00
ENSJ 486	Instrumental Ensemble VIII	1.00
ENSJ 490	Percussion Ensemble VIII	1.00
ENSM 150	Choir - Ensemble II	1.00
ENSM 250	Choir - Ensemble IV	1.00

Choose 'Required Credits' from the following list: 2.00

PMI. 626	Jazz Guitar	2.00
PMI. 627	Jazz Bass	2.00
PMI. 628	Jazz Piano	2.00
PMI. 634	Jazz Saxophone	2.00
PMI. 635	Jazz Trumpet	2.00
PMI. 636	Jazz Trombone	2.00
PMI. 640	Jazz Percussion	2.00

Choose 'Required Credits' from the following list: 6.00

ENSJ ###	Any Large Ensemble	1.00
JAZZ 372	Arranging III	1.50
JAZZ 382	Improvisation III	1.50
JAZZ 383	Improvisation IV	1.50
JAZZ 394	Small Ensemble V	1.50
JAZZ 395	Small Ensemble VI	1.50
JAZZ 460	Commercial Relations in Music	1.50
JAZZ 472	Jazz Arranging IV	1.50
JAZZ 494	Small Ensemble VII	1.50
JAZZ 495	Small Ensemble VIII	1.50
MUS. 210	Class Woodwinds I	1.50
MUS. 211	Class Woodwinds II	1.50
MUS. 218	Class Brass	1.50
MUS. 219	Class Percussion	1.50
PMI. ###	Private Music Instruction - Secondary	1.00

Choose 3.00 credits of Academic Electives 3.00**15.00****FOURTH YEAR, FALL TERM**

Course Credits	Required Credits
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Required Courses:**3.00**

JAZZ 310	Jazz Pedagogy	1.50
JAZZ 410	Conducting I	1.50

Choose 'Required Credits' from the following list: 1.00

ENSJ ###	See Third year. fall term for list of available Ensembles	1.00
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Choose 'Required Credits' from the following list: 2.00

PMI. 726	Jazz Guitar	2.00
PMI. 727	Jazz Bass	2.00
PMI. 728	Jazz Piano	2.00
PMI. 734	Jazz Saxophone	2.00
PMI. 735	Jazz Trumpet	2.00
PMI. 736	Jazz Trombone	2.00
PMI. 740	Jazz Percussion	2.00

Choose 'Required Credits' from the following list: 7.50

ENSJ ###	Any large ensemble	1.00
JAZZ 372	Arranging III	1.50
JAZZ 382	Improvisation III	1.50
JAZZ 383	Improvisation IV	1.50
JAZZ 394	Small Ensemble V	1.50
JAZZ 395	Small Ensemble VI	1.50
JAZZ 460	Commercial Relations in Music	1.50
JAZZ 472	Jazz Arranging IV	1.50
JAZZ 494	Small Ensemble VII	1.50
JAZZ 495	Small Ensemble VIII	1.50
MUS. 210	Class Woodwinds I	1.50
MUS. 211	Class Woodwinds II	1.50
MUS. 218	Class Brass	1.50
MUS. 219	Class Percussion	1.50
PMI. ###	Private Music Instruction - Secondary	1.00

Choose 3.00 credits of Academic Electives 3.00**16.50**

FOURTH YEAR, SPRING TERM		Course Credits	Required Credits
Required Courses:			6.00
JAZZ 300	20th Century Theory	3.00	
JAZZ 411	Conducting II	1.50	
JAZZ 470	World Music	1.50	
Choose 'Required Credits' from the following list:			1.00
ENSJ ###	See Third year fall term for list of available Ensembles	1.00	
Choose 'Required Credits' from the following list:			2.00
PMI. 826	Jazz Guitar	2.00	
PMI. 827	Jazz Bass	2.00	
PMI. 828	Jazz Piano	2.00	
PMI. 834	Jazz Saxophone	2.00	
PMI. 835	Jazz Trumpet	2.00	
PMI. 836	Jazz Trombone	2.00	
PMI. 840	Jazz Percussion	2.00	
Choose 'Required Credits' from the following list:			3.00
ENSJ ###	Any large Ensemble	1.00	
JAZZ 372	Arranging III	1.50	
JAZZ 382	Improvisation III	1.50	
JAZZ 383	Improvisation IV	1.50	
JAZZ 394	Small Ensemble V	1.50	
JAZZ 395	Small Ensemble VI	1.50	
JAZZ 460	Commercial Relations in Music	1.50	
JAZZ 472	Jazz Arranging IV	1.50	
JAZZ 494	Small Ensemble VII	1.50	
JAZZ 495	Small Ensemble VIII	1.50	
MUS. 210	Class Woodwinds I	1.50	
MUS. 211	Class Woodwinds II	1.50	
MUS. 218	Class Brass	1.50	
MUS. 219	Class Percussion	1.50	
PMI. ###	Private Music Instruction - Secondary	1.00	
Choose 3.00 credits of Academic Electives			3.00
			15.00
Total Program Credits			61.50

Outcome: Bachelor of Music in Jazz Studies, Majoring in General Studies - Education Stream

THIRD YEAR, FALL TERM		Course Credits	Required Credits
Required Courses:			6.00
JAZZ 172	Arranging I	1.50	
JAZZ 240	Form and Analysis	1.50	
JAZZ 370	Jazz Styles	1.50	
MUS. 210	Class Woodwinds I	1.50	
Choose 'Required Credits' from the following list:			1.00
ENSJ 105	Jazz Choir	1.00	
ENSJ 120	Guitar/Bass Ensemble I	1.00	
ENSJ 135	Jazz Ensemble I	1.00	
ENSJ 136	Instrumental Ensemble I	1.00	
ENSJ 140	Percussion Ensemble I	1.00	
ENSJ 205	Jazz Choir	1.00	
ENSJ 220	Guitar/Bass Ensemble III	1.00	
ENSJ 235	Jazz Ensemble II	1.00	
ENSJ 236	Instrumental Ensemble III	1.00	
ENSJ 240	Percussion Ensemble III	1.00	
ENSJ 305	Jazz Choir	1.00	
ENSJ 306	Jazz Vocal Ensemble I (by audition only)	1.00	
ENSJ 320	Guitar/Bass Ensemble V	1.00	
ENSJ 335	Jazz Ensemble III	1.00	
ENSJ 336	Instrumental Ensemble IV	1.00	
ENSJ 340	Percussion Ensemble V	1.00	
ENSJ 405	Jazz Choir	1.00	
ENSJ 406	Jazz Vocal Ensemble III	1.00	
ENSJ 435	Jazz Ensemble IV	1.00	
ENSJ 436	Instrumental Ensemble VII	1.00	
ENSJ 440	Percussion Ensemble VII	1.00	
ENSM 100	Choir - Ensemble I	1.00	
ENSM 200	Choir - Ensemble III	1.00	
Choose 'Required Credits' from the following list:			2.00
PMI. 526	Jazz Guitar	2.00	
PMI. 527	Jazz Bass	2.00	
PMI. 528	Jazz Piano	2.00	
PMI. 534	Jazz Saxophone	2.00	
PMI. 535	Jazz Trumpet	2.00	
PMI. 536	Jazz Trombone	2.00	
PMI. 540	Jazz Percussion	2.00	
Choose 'Required Credits' from the following list:			4.50
ENSJ ###	Any Large Ensemble	1.00	
JAZZ 372	Arranging III	1.50	
JAZZ 382	Improvisation III	1.50	
JAZZ 383	Improvisation IV	1.50	
JAZZ 394	Small Ensemble V	1.50	
JAZZ 395	Small Ensemble VI	1.50	
JAZZ 460	Commercial Relations in Music	1.50	
JAZZ 472	Jazz Arranging IV	1.50	
JAZZ 494	Small Ensemble VII	1.50	
JAZZ 495	Small Ensemble VIII	1.50	
PMI. ###	Private Music Instruction - Secondary	1.00	
Choose 3.00 credits of Academic Electives			3.00
			16.50

THIRD YEAR, SPRING TERM

<i>Course Credits</i>	<i>Required Credits</i>
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Required Courses:**4.50**

JAZZ 241	Counterpoint	1.50
JAZZ 272	Arranging II	1.50
MUS. 211	Class Woodwinds II	1.50

Choose 'Required Credits' from the following list:**1.00**

ENSJ 155	Swing Choir	1.00
ENSJ 170	Guitar/Bass Ensemble II	1.00
ENSJ 185	Jazz Ensemble I	1.00
ENSJ 186	Instrumental Ensemble II	1.00
ENSJ 190	Percussion Ensemble II	1.00
ENSJ 255	Jazz Choir II	1.00
ENSJ 270	Guitar/Bass Ensemble IV	1.00
ENSJ 285	Jazz Ensemble II	1.00
ENSJ 286	Instrumental Ensemble IV	1.00
ENSJ 290	Percussion Ensemble IV	1.00
ENSJ 355	Jazz Choir III	1.00
ENSJ 356	Jazz Vocal Ensemble II	1.00
ENSJ 370	Guitar/Bass Ensemble VI	1.00
ENSJ 385	Jazz Ensemble III	1.00
ENSJ 386	Instrumental Ensemble VI	1.00
ENSJ 390	Percussion Ensemble VI	1.00
ENSJ 455	Jazz Choir IV	1.00
ENSJ 456	Jazz Vocal Ensemble IV	1.00
ENSJ 485	Jazz Ensemble IV	1.00
ENSJ 486	Instrumental Ensemble VIII	1.00
ENSJ 490	Percussion Ensemble VIII	1.00
ENSM 150	Choir - Ensemble II	1.00
ENSM 250	Choir - Ensemble IV	1.00

Choose 'Required Credits' from the following list:**2.00**

PMI. 626	Jazz Guitar	2.00
PMI. 627	Jazz Bass	2.00
PMI. 628	Jazz Piano	2.00
PMI. 634	Jazz Saxophone	2.00
PMI. 635	Jazz Trumpet	2.00
PMI. 636	Jazz Trombone	2.00
PMI. 640	Jazz Percussion	2.00

Choose 'Required Credits' from the following list:**4.50**

ENSJ ###	Any Large Ensemble	1.00
JAZZ 372	Arranging III	1.50
JAZZ 382	Improvisation III	1.50
JAZZ 383	Improvisation IV	1.50
JAZZ 394	Small Ensemble V	1.50
JAZZ 395	Small Ensemble VI	1.50
JAZZ 460	Commercial Relations in Music	1.50
JAZZ 472	Jazz Arranging IV	1.50
JAZZ 494	Small Ensemble VII	1.50
JAZZ 495	Small Ensemble VIII	1.50
PMI. ###	Private Music Instruction - Secondary	1.00

Choose 6.00 credits of Academic Electives**6.00****18.00****FOURTH YEAR, FALL TERM**

<i>Course Credits</i>	<i>Required Credits</i>
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Required Courses:**4.50**

JAZZ 310	Jazz Pedagogy	1.50
JAZZ 410	Conducting I	1.50
MUS. 218	Class Brass	1.50

Required Courses:**8.00**

MUED 302	Instrumental/Choral (Taken at UBC)	4.00
MUED 303	Techniques (Taken at UBC)	4.00

Choose 'Required Credits' from the following list:**1.00**

ENSJ ###	See Third year, fall term for list of available Ensembles	1.00
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Choose 'Required Credits' from the following list:**2.00**

PMI. 726	Jazz Guitar	2.00
PMI. 727	Jazz Bass	2.00
PMI. 728	Jazz Piano	2.00
PMI. 734	Jazz Saxophone	2.00
PMI. 735	Jazz Trumpet	2.00
PMI. 736	Jazz Trombone	2.00
PMI. 740	Jazz Percussion	2.00

Choose 3.00 credits of Academic Electives**3.00****18.50****FOURTH YEAR, SPRING TERM**

<i>Course Credits</i>	<i>Required Credits</i>
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Required Courses:**7.50**

JAZZ 300	20th Century Theory	3.00
JAZZ 411	Conducting II	1.50
JAZZ 470	World Music	1.50
MUS. 219	Class Percussion	1.50

Choose 'Required Credits' from the following list:**1.00**

ENSJ ###	See Third year, fall term for list of available Ensembles	1.00
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Choose 'Required Credits' from the following list:**2.00**

PMI. 826	Jazz Guitar	2.00
PMI. 827	Jazz Bass	2.00
PMI. 828	Jazz Piano	2.00
PMI. 834	Jazz Saxophone	2.00
PMI. 835	Jazz Trumpet	2.00
PMI. 836	Jazz Trombone	2.00
PMI. 840	Jazz Percussion	2.00

Choose 6.00 credits of Academic Electives**6.00****16.50****Total Program Credits****69.50**

**Outcome: Bachelor of Music in Jazz Studies,
Majoring in Instrumental Performance**

THIRD YEAR, FALL TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			7.50
JAZZ 172	Arranging I	1.50	
JAZZ 240	Form and Analysis	1.50	
JAZZ 370	Jazz Styles	1.50	
JAZZ 382	Improvisation III	1.50	
JAZZ 394	Small Ensemble V	1.50	
Choose 'Required Credits' from the following list:			3.00
PPMI 526	Private Music Instruction - Performance	3.00	
PPMI 527	Private Music Instruction - Performance	3.00	
PPMI 528	Private Music Instruction - Performance	3.00	
PPMI 534	Private Music Instruction - Performance	3.00	
PPMI 535	Private Music Instruction - Performance	3.00	
PPMI 536	Private Music Instruction - Performance	3.00	
PPMI 540	Private Music Instruction - Performance	3.00	
Choose 'Required Credits' from the following list:			2.00
ENSJ 120	Guitar/Bass Ensemble I	1.00	
ENSJ 135	Jazz Ensemble I	1.00	
ENSJ 136	Instrumental Ensemble I	1.00	
ENSJ 140	Percussion Ensemble I	1.00	
ENSJ 220	Guitar/Bass Ensemble III	1.00	
ENSJ 235	Jazz Ensemble II	1.00	
ENSJ 236	Instrumental Ensemble III	1.00	
ENSJ 240	Percussion Ensemble III	1.00	
ENSJ 320	Guitar/Bass Ensemble V	1.00	
ENSJ 335	Jazz Ensemble III	1.00	
ENSJ 336	Instrumental Ensemble IV	1.00	
ENSJ 340	Percussion Ensemble V	1.00	
ENSJ 435	Jazz Ensemble IV	1.00	
ENSJ 436	Instrumental Ensemble VII	1.00	
ENSJ 440	Percussion Ensemble VII	1.00	
ENSM 100	Choir - Ensemble I	1.00	
ENSM 200	Choir - Ensemble III	1.00	
Choose 3.00 credits of Academic Electives			3.00
			15.50

THIRD YEAR, SPRING TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			6.00
JAZZ 241	Counterpoint	1.50	
JAZZ 272	Arranging II	1.50	
JAZZ 383	Improvisation IV	1.50	
JAZZ 395	Small Ensemble VI	1.50	
Choose 'Required Credits' from the following list:			1.50
ENSJ ###	Any Large Ensemble	1.00	
JAZZ 372	Arranging III	1.50	
JAZZ 472	Jazz Arranging IV	1.50	
MUS. 210	Class Woodwinds I	1.50	
MUS. 211	Class Woodwinds II	1.50	
MUS. 218	Class Brass	1.50	
MUS. 219	Class Percussion	1.50	
PMI. ###	Private Music Instruction - Secondary	1.00	
Choose 'Required Credits' from the following list:			2.00
ENSJ 170	Guitar/Bass Ensemble II	1.00	
ENSJ 185	Jazz Ensemble I	1.00	
ENSJ 186	Instrumental Ensemble II	1.00	
ENSJ 190	Percussion Ensemble II	1.00	
ENSJ 270	Guitar/Bass Ensemble IV	1.00	
ENSJ 285	Jazz Ensemble II	1.00	
ENSJ 286	Instrumental Ensemble IV	1.00	
ENSJ 290	Percussion Ensemble IV	1.00	
ENSJ 370	Guitar/Bass Ensemble VI	1.00	
ENSJ 385	Jazz Ensemble III	1.00	
ENSJ 386	Instrumental Ensemble VI	1.00	
ENSJ 390	Percussion Ensemble VI	1.00	
ENSJ 485	Jazz Ensemble IV	1.00	
ENSJ 486	Instrumental Ensemble VIII	1.00	
ENSJ 490	Percussion Ensemble VIII	1.00	
ENSM 150	Choir - Ensemble II	1.00	
ENSM 250	Choir - Ensemble IV	1.00	
Choose 'Required Credits' from the following list:			3.00
PPMI 626	Private Music Instruction - Performance	3.00	
PPMI 627	Private Music Instruction - Performance	3.00	
PPMI 628	Private Music Instruction - Performance	3.00	
PPMI 634	Private Music Instruction - Performance	3.00	
PPMI 635	Private Music Instruction - Performance	3.00	
PPMI 636	Private Music Instruction - Performance	3.00	
PPMI 640	Private Music Instruction - Performance	3.00	
Choose 3.00 credits of Academic Electives			3.00
			15.50

FOURTH YEAR, FALL TERM

<i>Course Credits</i>	<i>Required Credits</i>
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Required Courses: 6.00

JAZZ 310	Jazz Pedagogy	1.50
JAZZ 410	Conducting I	1.50
JAZZ 460	Commercial Relations in Music	1.50
JAZZ 494	Small Ensemble VII	1.50

Choose 'Required Credits' from the following list: 2.00

ENSJ ###	See Third year, fall term for list of available Ensembles	1.00
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Choose 'Required Credits' from the following list: 3.00

PPMI 726	Private Music Instruction - Performance	3.00
PPMI 727	Private Music Instruction - Performance	3.00
PPMI 728	Private Music Instruction - Performance	3.00
PPMI 734	Private Music Instruction - Performance	3.00
PPMI 735	Private Music Instruction - Performance	3.00
PPMI 736	Private Music Instruction - Performance	3.00
PPMI 740	Private Music Instruction - Performance	3.00

Choose 'Required Credits' from the following list: 1.50

ENSJ ###	Any Large Ensemble	1.00
JAZZ 372	Arranging III	1.50
JAZZ 472	Jazz Arranging IV	1.50
MUS. 210	Class Woodwinds I	1.50
MUS. 211	Class Woodwinds II	1.50
MUS. 218	Class Brass	1.50
MUS. 219	Class Percussion	1.50
PMI. ###	Private Music Instruction - Secondary	1.00

Choose 3.00 credits of Academic Electives 3.00**15.50****FOURTH YEAR, SPRING TERM**

<i>Course Credits</i>	<i>Required Credits</i>
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Required Courses: 7.50

JAZZ 300	20th Century Theory	3.00
JAZZ 411	Conducting II	1.50
JAZZ 470	World Music	1.50
JAZZ 495	Small Ensemble VIII	1.50

Choose 'Required Credits' from the following list: 2.00

ENSJ ###	See Third year, fall term for list of available Ensembles	1.00
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Choose 'Required Credits' from the following list: 3.00

PPMI 826	Private Music Instruction - Performance	3.00
PPMI 827	Private Music Instruction - Performance	3.00
PPMI 828	Private Music Instruction - Performance	3.00
PPMI 834	Private Music Instruction - Performance	3.00
PPMI 835	Private Music Instruction - Performance	3.00
PPMI 836	Private Music Instruction - Performance	3.00
PPMI 840	Private Music Instruction - Performance	3.00

Choose 3.00 credits of Academic Electives 3.00**15.50****Total Program Credits 62.00****Outcome: Bachelor of Music in Jazz Studies, Majoring in Vocal Performance****THIRD YEAR, FALL TERM**

<i>Course Credits</i>	<i>Required Credits</i>
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Required Courses: 10.50

JAZZ 172	Arranging I	1.50
JAZZ 240	Form and Analysis	1.50
JAZZ 282	Improvisation I	1.50
JAZZ 336	Studio Vocal Performance III	1.50
JAZZ 338	Vocal Jazz Master Class III	1.50
PPMI 545	Private Music Instruction - Performance	3.00

Choose 'Required Credits' from the following list: 2.00

ENSJ 105	Jazz Choir	1.00
ENSJ 205	Jazz Choir	1.00
ENSJ 305	Jazz Choir	1.00
ENSJ 306	Jazz Vocal Ensemble I (by audition only)	1.00
ENSJ 405	Jazz Choir	1.00
ENSJ 406	Jazz Vocal Ensemble III	1.00
ENSM 100	Choir - Ensemble I	1.00
ENSM 200	Choir - Ensemble III	1.00

Choose 3.00 credits of Academic Electives 3.00**15.50****THIRD YEAR, SPRING TERM**

<i>Course Credits</i>	<i>Required Credits</i>
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Required Courses: 7.50

JAZZ 241	Counterpoint	1.50
JAZZ 272	Arranging II	1.50
JAZZ 283	Improvisation II	1.50
JAZZ 337	Studio Vocal Performance IV	1.50
JAZZ 339	Vocal Jazz Master Class IV	1.50

Choose 'Required Credits' from the following list: 2.00

ENSJ 155	Swing Choir	1.00
ENSJ 255	Jazz Choir II	1.00
ENSJ 355	Jazz Choir III	1.00
ENSJ 356	Jazz Vocal Ensemble II	1.00
ENSJ 455	Jazz Choir IV	1.00
ENSJ 456	Jazz Vocal Ensemble IV	1.00
ENSM 150	Choir - Ensemble II	1.00
ENSM 250	Choir - Ensemble IV	1.00

Choose 'Required Credits' from the following list: 3.00

PPMI 629	Private Music Instruction - Performance	3.00
PPMI 645	Private Music Instruction - Performance	3.00

Choose 3.00 credits of Academic Electives 3.00**15.50**

FOURTH YEAR, FALL TERM

	Course Credits	Required Credits
Required Courses:		10.50
JAZZ 310 Jazz Pedagogy	1.50	
JAZZ 370 Jazz Styles	1.50	
JAZZ 410 Conducting I	1.50	
JAZZ 460 Commercial Relations in Music	1.50	
JAZZ 494 Small Ensemble VII	1.50	
PPMI 745 Private Music Instruction - Performance	3.00	
Choose 'Required Credits' from the following list:		2.00
ENSJ ### See Third year, fall term for list of available Ensembles	1.00	
Choose 3.00 credits of Academic Electives		3.00
		15.50

FOURTH YEAR, SPRING TERM

	Course Credits	Required Credits
Required Courses:		10.50
JAZZ 300 20th Century Theory	3.00	
JAZZ 411 Conducting II	1.50	
JAZZ 470 World Music	1.50	
JAZZ 495 Small Ensemble VIII	1.50	
PPMI 845 Private Music Instruction - Performance	3.00	
Choose 'Required Credits' from the following list:		2.00
ENSJ ### See Third year, fall term for list of available Ensembles	1.00	
Choose 3.00 credits of Academic Electives		3.00
		15.50
Total Program Credits		62.00

Secondary Music Teaching

Instrumentalists in the Education Stream who wish to enter secondary music teaching should include at least one year of a vocal ensemble and one year of secondary Private Music Instruction (PMI.) in voice in their programs. Suitable Vocal Ensembles would include the Capilano College Festival Chorus, Capilano Singers, Jazz Choir, and Jazz Vocal Ensemble. Students whose major is a woodwind instrument may substitute secondary vocal PMI instruction for Class Woodwinds; brass majors may similarly substitute secondary vocal PMI for Class Brass, and percussion majors for Class Percussion. Pianists may substitute secondary voice PMI for the four credits of Class Piano normally required for the degree.

Elementary Teaching

Students interested in elementary teaching should be sure to include three credits of laboratory science, three credits of mathematics and three credits of history or geography. Of all general electives completed, six credits should be in Canadian Studies.

SPECIFIC REQUIREMENTS**Academic Course Requirements**

**General Education Requirements*

	Credits
ENGL 100, and 103, 104, 105 or 106	6.0
Humanities	6.0
Social Sciences	6.0
Science/Math	3.0
Elective (must be an academic course from one of the above areas.)	3.0
	24.0

It is expected that all English requirements will be completed before entrance into the third year of the program. Note that the education stream requires 30 credits of general electives.

Ensemble Requirements

All large ensembles, regardless of the actual number of weekly hours of attendance required, have an assigned unit value of one credit.

A semester profile requiring two credit hours of ensemble is met by enrolment in two separate ensembles.

Students terminating in the two-year diploma program may meet their ensemble requirements through the completion of any four ensemble courses.

Students enrolled in the four year Jazz Studies degree program are required to complete a combination of traditional and jazz ensembles to complete their requirements. The required combinations are as follows:

Instrumental Performance Ensemble Requirements

Twelve large ensemble credits, including:

Two semesters of traditional ensembles. These can be met by enrolment in the Capilano College Festival Chorus or Capilano Singers, or by participation in another approved community ensemble.

Eight semesters of jazz ensemble including Jazz Ensemble I (ENSJ 135), Jazz Choir (ENSJ 105), Instrumental Ensemble (ENSJ 136) and Guitar/Bass Ensemble (ENSJ 220) at the 200 level and above. (Note the Guitar/Bass Ensemble I/II, while providing diploma students with two large ensemble credits, is not acceptable for large ensemble credit in the degree program.)

Two additional semesters of either jazz or traditional ensembles.

Piano, guitar and bass performance majors can sometimes substitute other courses to complete their ensemble requirements. This is done through special arrangement with the coordinator of the program.

Percussion students are expected to complete two semesters of traditional ensemble, four semesters of jazz ensemble, and eight semesters of percussion

ensemble. Three of these percussion ensembles can replace the normal improvisation requirement (JAZZ 282/283).

PPMI Percussionists will need to complete an additional 3.0 credits in lieu of JAZZ 382 and 383 (Improvisation III and IV).

Percussion students wishing to take JAZZ 282/283 must gain permission of both instructors to audition.

Arranging/Composition Ensemble Requirements

Eight large ensemble credits, including:

Two semesters of traditional ensembles, four semesters of jazz ensembles, and two additional semesters of either jazz or traditional ensembles.

(See Major in General Studies for lists of appropriate traditional and jazz ensembles.)

Vocal Performance Ensemble Requirements

Twelve large ensemble credits, including:

Two semesters of concert choir: Capilano College Festival Chorus or the Capilano Singers (ENSM 100/150)

Four semesters of jazz choir: Nite Cap or Capital Jazz (ENSJ 105)

Four semesters of Jazz Vocal Ensemble: (ENSJ 306)

Two additional semesters of either Jazz or Traditional ensembles.

Major in General Studies Ensemble Requirements

Eight large ensemble credits, including:

Two semesters of traditional ensembles. These can be met by enrolment in the Capilano College Community Choir or Capilano Singers, or by participation in another approved ensemble.

Four semesters of jazz ensemble, including Jazz Ensemble I (ENSJ 135), Jazz Choir (ENSJ 105), Guitar/Bass Ensemble (ENSJ 220) at the 200 level or above and Percussion Ensemble (ENSJ 140).

Two additional semesters of ensembles: for instrumentalists these may be Jazz or Traditional ensembles, for vocalists these will be ENSJ 305 and 306.

In addition to the above, percussionists must participate in at least four semesters of percussion ensemble, three of which usually replace JAZZ 282, 283, Improvisation.

Major in General Studies (Education) Ensemble Requirements

Eight large ensemble credits, including:

Instrumentalists: Four semesters each of traditional and jazz ensembles.

Vocalists: Two semesters of traditional ensembles, two semesters of ENSJ 305/306, four semesters of jazz ensembles.

(See Major in General Studies for lists of appropriate traditional and jazz ensembles.)

LABOUR STUDIES

Faculty

A. BRAHA, MA (U. of Toronto)

J. CALVERT, BA, MA (U. Western Ontario), PhD
(London School of Economics)

G. COUSTALIN, BA (UBC), LLB (UBC), Member of
the B.C. Bar

K. EWING, BA, M.Sc. (Michigan)

C. FULLER

A. GLAVIN, BA (SFU), MA (UBC), LLB (Dalhousie),
Member of the B.C. Bar

D. GOY, CLS (Capilano College)

J. GREATBATCH, BA (U of T), CHRP

T. KALPATOO, MA

L. KUEHN, BA, MA (Reed College)

M. LEIER, PhD

E. LAVALLE, B.Comm., LLB (UBC), MA (Duke)

L. MCGRADY, BA (Toronto), LLB (Man.),
Member of the B.C. Bar

S. O'LEARY, BA, LLB (Queen's), Member of the B.C.
Bar

J. PRICE, PhD (UBC)

J. SAYRE, BA (U. of Chicago), LLB (Toronto), Mem-
ber of the B.C. Bar

M. SMITH

L. SPERLING, BA (U. of Wisconsin)

D. THOMPSON

(Faculty on leave)

C. ASKEW, BA (W. Ontario), LLB (UBC), Member of
the B.C. Bar

G. FIORILLO, LLB (UVic), Member of the B.C. Bar

J. PATTERSON, BA, MA (York), LLB (UBC), Member
of the B.C. Bar

S. RUSH, Q.C., BA (W. Ontario), LLB (UBC), Mem-
ber of the B.C. Bar

Contact

Registration

Tel: 604.984.4901

Fax: 604.983.7545

Labour Studies Department

Tel: 604.984.4954

Fax: 604.984.1719

E-mail: lsp@capcollege.bc.ca

General Information

The Labour Studies program is committed to meeting the special education needs of B.C. workers, their organizations and the labour movement in general.

Close relations with the labour movement are maintained through the Users' Advisory Committee which is open to representatives of unions who use the program. This hard-working group of representatives actively engages in promoting and developing the program.

Bursary

The George North Fund was established by friends in memory of this outstanding member of the trade union movement. The award is available to assist with registration costs for union members who wish to attend courses in the Labour Studies program. Union members are first expected to seek sponsorship from their union, if they are eligible, before applying for a bursary.

Labour Studies Certificate

The Labour Studies Certificate is awarded upon completion of 15 credits of study. Offered on a part-time basis, usually on weekends, courses are available in each of three semesters: September to December, February to April and May to June.

Outcome: Certificate in the Labour Studies Program

REQUIRED		Course Credits	Required Credits
Choose 'Required Credits' from the following list:			1.50
LSP. 140	History of the Labour Movement in Canada	1.50	
LSP. 142	History of the Labour Movement in BC and Canada	1.50	
			1.50
REQUIRED		Course Credits	Required Credits
Choose 'Required Credits' from the following list:			1.50
LSP. 110	B.C. Labour Law	1.50	
LSP. 111	Canada Labour Code	1.50	
			1.50

COURSES

	Course Credits	Required Credits
Choose 'Required Credits' from the following list:		
LSP. 100	Introduction: Economics for Trade Unionists	1.50
LSP. 101	Labour Economics: Alternatives & Options	1.50
LSP. 109	Legal Research Skills	1.00
LSP. 112	Arbitration Law	1.50
LSP. 114	Employment Standards Act	1.00
LSP. 115	Issues in Occupational Health and Safety	1.50
LSP. 116	Workers' Compensation Act and the WCB	1.50
LSP. 118	Human Rights Law	1.00
LSP. 141	Telling your Union's Story: A Course in Practical History	1.00
LSP. 150	Women in the Work Force	1.00
LSP. 155	Impact of First Nations Land Claims	1.00
LSP. 161	Working with Mass Media	1.50
LSP. 162	Working Culture and History of Labour Arts	1.00
LSP. 180	Stewards' Training	1.50
LSP. 181	Collective Bargaining	1.50
LSP. 212	Advocacy Before Labour Tribunals	1.50
LSP. 216	Workers' Compensation Appeals - Intermediate Level	1.50
		12.00
Total Program Credits		15.00

Non-Credit Courses

Each fall and spring the Labour Studies program offers non-credit courses to support and enhance the work of the labour movement and B.C. workers. Courses are scheduled in the evenings and on selected Fridays, Saturdays and Sundays. Course information is available in a brochure or on the Web. Contact Continuing Education at 604.984.4901 for more information.

LANDSCAPE HORTICULTURE PROGRAM

ONE YEAR CERTIFICATE PROGRAM

Faculty

L. KOSKITALO, B.Sc. (U of M), PhD (UBC)
R. WELSH, Dip. Landscape Tech. (BCIT)

Support Staff

Sharon Miletic, Divisional Assistant
A. Delaney, Lab Technician II

Contact

Tel: 604.984.4960
E-mail: landscape@capcollege.bc.ca

Career Opportunities

Graduates of the Landscape Horticulture program find employment in many areas of horticulture including: municipal parks, golf courses, residential and commercial landscape installation and/or maintenance, garden centre sales, nursery and greenhouse operations, movie and film industry, arboriculture.

The Program

The objective of the Landscape Horticulture program is to provide individuals with the basic skills and knowledge prerequisite to beginning a career in landscape gardening and landscape-related industries.

This full-time, eight-month certificate program integrates horticultural theory with practice; the first term emphasizing theory and the second term practical applications.

Due to the popular nature of the program, and its limited enrolment, prospective students are advised to contact the Horticulture department by early April to arrange to attend an early May INFORMATION MEETING. Student/instructor interviews can be arranged at the conclusion of this meeting.

Admission Requirements

1. Grade 10 completion with Grade 12 preferred. Students without proficiency in basic mathematics and English may be required to take an upgrading course.
2. All applicants must attend an in-person interview. Interviews are held in mid-May. Further interviews may be held in mid-August, if spaces in the program are available. Applicants unable to attend during the scheduled interview period may contact the program coordinator to make alternative arrangements.
3. Must be 19 years of age or older.
4. A genuine interest in and desire for commencing or continuing a career in horticulture.
5. Reasonable health and physical condition.

6. Successful applicants will demonstrate evidence of development of interpersonal skills and emotional health.

Special Fees and Expenses

In addition to the program tuition, students will incur further expenses of approximately \$1,700 for books, personal work gear and equipment, certification fees, field trip, conference and membership fees.

Graduation Requirements

Due to the intense nature of the program, regular full-time attendance is crucial. Students are expected to attend and participate in all classes and program activities. Students with poor attendance will be required to withdraw. Participation in all field trips, including the three-day orientation field trip, is compulsory.

Students must attain a minimum cumulative GPA of 2.0, pass all courses, must possess a valid B.C. pesticide dispenser or applicator certificate, and attain a minimum C- standing in HORT 102 and HORT 109 to successfully complete the program.

Outcome: Certificate in the Landscape Horticulture Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			15.50
HORT 101	Introductory Horticulture	5.00	
HORT 102	Plant Materials I	5.00	
HORT 103	Growing Media and Fertilizers	2.00	
HORT 105	Plant Production	2.00	
HORT 107	Park & Tilford Gardens Practicum I	0.00	
HORT 115	Basic Landscape Drafting	1.50	
			15.50
SECOND TERM		Course Credits	Required Credits
Required Courses:			16.50
HORT 106	Landscape Irrigation and Drainage	2.00	
HORT 108	Landscape Design	1.50	
HORT 109	Plant Materials II	4.00	
HORT 110	Turfgrass Management	3.00	
HORT 111	Business Practices	1.00	
HORT 112	Landscape Installation and Maintenance	5.00	
HORT 114	Park & Tilford Gardens Practicum II	0.00	
			16.50
Total Program Credits			32.00

LEGAL ASSISTANT PROGRAM

See: Paralegal/Legal Assistant program in this section of the calendar.

LEGAL SECRETARIAL PROGRAM

Faculty

D. BLANEY, ID (UBC), CPS, M.Ed. (SFU)
M. CRAGG, BA Law (Durham), Teaching Cert. (UBC)
S. GREENAWAY, B.Comm. (UBC), CA
D. GUSPIE
D. PHILLIPS, LGAS Cert., MA (SFU)
G. WAUGH, BA (Reading), MA (UBC), Standard Teaching Credentials (UK), B.C. Registered Psychologist
K. YIP, BA, LLB (UBC), Legal Systems

Support Staff

Faye Ulker, Clerk Typist
Wendy Weberg, Divisional Assistant

Contact

Applied Business Technology Division, 604.984.4959
E-mail: abt@capcollege.bc.ca

Career Opportunities

The exacting field of law offers excellent career opportunities for students graduating as legal secretaries.

This very specialized program provides intense training in traditional secretarial skills as well as legal procedural courses including: Civil litigation, wills and probate, corporate law, conveyancing and mortgaging, family and legal office procedures. Upon completion of the program, students find employment in specialized, as well as general, law offices.

Many graduates of the Legal Secretarial program proceed to the Part-time Paralegal/Legal Assistant Certificate program.

The Paralegal/Legal Assistant Certificate program requires students to have two years work experience as a legal secretary prior to enrolling in the first course. Legal Secretarial program graduates who have achieved a cumulative B average and who have obtained employment in a law firm, government law department or corporate law department are now eligible to enter the Paralegal/Legal Assistant Part-time program. This allows them to further their education in the evening while earning a salary and gaining valuable experience in the legal support field.

The Program

This nine-month vocational program covers five main areas of law providing a fundamental understanding of the legal system in B.C. Students are trained in legal terminology and procedural rules. They will review relevant legislation, and acquire necessary skills in the formatting and handling of legal documents. Typing, legal office procedures, hands-on computer technology and a two-week legal office work practicum are included in the curriculum.

A Capilano College certificate is granted upon successful completion of the program.

Admission Procedures

Students are admitted to the program twice a year, in September and January.

Applications for Admission may be submitted at any time to the Registrar's Office, together with official transcripts and any other pertinent documents.

Interested applicants are invited to call the Applied Business Technology Department at 604.984.4959 for an appointment. An evaluation of keyboarding speed and English language proficiency will be conducted at this time.

Students will also have an opportunity to ask further questions, and discuss their qualifications and career goals. Test results will be reviewed with the student at this time.

Admission Requirements

- Completion of Grade 12 or equivalent or mature student status.
- LGST English Diagnostic Test, SLEP test for ESL students (college level required).
- Keyboarding at 45 w.p.m. (touch typing).

Please submit the following material prior to or during the pre-admission interview:

- (a) A résumé describing your education, skills, and work experience.
- (b) Transcripts from all educational institutions you have attended
- (c) A letter of recommendation from a former employer or teacher.

Note: While a student might meet the English requirements for the Legal Secretarial Program, other departments or programs within the college might require a TOEFL, EDT or LPI.

Prior Learning Assessment (PLA)

The Applied Business Technology Department is committed to the recognition of prior learning. Prior learning assessment (PLA) recognizes demonstrated learning for credits which have been acquired through life or work experiences. For further information contact the PLA coordinator at Capilano College.

Special Fees and Expenses

In addition to registration and tuition fees, students can expect to spend approximately \$1,500 on textbooks and supplies.

Outcome: Certificate in the Applied Business Technology - Legal Secretarial Program

FIRST TERM	Course Credits	Required Credits
Required Courses:		16.50
CMNS 159 Communications for the Legal Secretary	3.00	
LGST 108 Family Law Litigation Procedures	1.50	
LGST 109 Basic Litigation Procedures	3.00	
LGST 116 Introduction to the Legal System	1.50	
LGST 123 Legal Document Formatting	4.50	
LGST 124 Organizational Behaviour	3.00	
		16.50
SECOND TERM	Course Credits	Required Credits
Required Courses:		18.00
LGST 110 Corporate Procedures	3.00	
LGST 112 Basic Conveyance and Mortgage Procedures	3.00	
LGST 114 Wills and Probate Procedures	1.50	
LGST 117 Legal Office Procedures	1.50	
LGST 119 Practicum	1.50	
LGST 122 Computer Applications in the Legal Office	3.00	
LGST 130 Legal Document Transcription	4.50	
		18.00
Total Program Credits		34.50

MEDIA PROGRAM

Faculty

J.V. BIZZOCCHI, BA (Michigan), Teaching Cert.
(Sec.) (Michigan), Video Production (Banff Centre)
D. EAMAN, B.Sc. (Alberta)
C. KILIAN, BA (Columbia), MA (SFU)
A. KLAVER, AAS Dip. (Capilano)
D. RANKIN, BFA (SFU), Dip. Applied Information
Technology (Capilano)
S. ROGERS, BAA (Ryerson)
A. SALE, Cert. Softimage Instructor Level 201 and 301,
Cert. 3-D Animation and Digital Effects (FUS)
J. STODDART, AAS Dip. (Capilano)
K. WATT, BA (Trent)
S. WATTS, BA (SFU), Dip. Applied Communication
(Camosun), Lab Supervisor
J. WESTENDORP, BFA (UBC)

Support Staff

Erica Brant, DEC Prof. Theatre (Dawson), Program
Assistant

Technical Staff

Bryan Christie
Carlo Fortugno

Contact

Tel: 604.984.4940
Fax: 604.984.4946
E-mail: themediaprogram@capcollege.bc.ca
Web: www.capcollege.bc.ca/magic/media

The Program

The Media program is a two-year, full-time career program. Media graduates have established successful careers in British Columbia, throughout Canada and internationally. Our multi-skilled, versatile graduates enter a wide range of media fields: web design and streaming media; sound production; photography and graphic design; video, film, and animation.

"Intensive", "dynamic" and "life-changing" are just some of the terms students use to describe the Media program. A challenging curriculum balances theoretical, technical and production components. Emphasis is placed on teamwork, communication, and problem solving. Students learn the adaptive and marketable skills of a media content specialist — storytelling, research, project development, proposals and critique. Students develop technical and aesthetic skills within the many disciplines.

Media industry employers recognize Media program graduates as well-trained media generalists. Graduates have received awards from many festivals and organizations including: ITVA, ITVA International, Yorkton Film & Video Festival, New York Educational Film Festival, the Genies, American Indian Film Festival, U.S. National Educational Media Festival, Cascadia Festival, Canadian Student Film Festival and the Arizona Film Festival.

Career Opportunities

Career opportunities are as wide-ranging as the many fields of media. Graduates begin their careers with organizations such as:

- Independent video, new media and film production companies
- Television broadcasting and cable companies
- Government agencies
- Education and health institutions
- Photography businesses
- Feature film producers

Admission Requirements

1. 18 years of age or older.
2. Grade 12 graduation or equivalent or mature student status.
3. Computer literacy (thorough understanding of either Mac OS or Windows OS).
4. Completion of EDT or equivalent.

- Attendance at an information meeting is required; meetings are usually held once a month between November and March each year.
- Applications for admission must be submitted to Admissions, Registrar's Office, together with official transcripts of all secondary and post-secondary education.
- Completed Media program application forms must be sent to the department by the deadline of March 15. Interviews for selected applicants begin in April, and all applicants will be notified of their admission status in writing by the end of May.
- Admission is based on general ability, noteworthy experience, previous work, education, interest in and commitment to the Media program.

How to Apply

Applicants to the Media program are expected to attend an information meeting and to submit a general application for admission and a detailed program application. Final selection is based on both the application and an interview with program instructors.

Special Fees and Expenses

Students may expect to pay approximately \$8,000 for tuition, fees, materials and textbooks during the two-year program.

Please Note: *Fees are subject to change without notice.*

Graduation Requirements

In order to graduate from the Media diploma program, the student must successfully complete all the component courses.

Professional Standards

All Media students are expected to adhere to high standards of academic performance and professional behaviour (as described in the booklet *Media Program Department Guidelines*).

Outcome: Diploma in the Media Program

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			19.50
CMNS 135	Storytelling for Media	3.00	
MDIA 103	Introduction to Digital Media	3.00	
MDIA 106	Photography I- Introduction to the Still Image	3.00	
MDIA 107	Video Production	3.00	
MDIA 108	Media Literacy	1.50	
MDIA 109	Audio Production	3.00	
MDIA 115	Film Studies	3.00	
			19.50

SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			18.00
CMNS 180	Introduction to Scriptwriting	1.50	
MDIA 160	TV Studio Operation	1.50	
MDIA 164	Interactive Media	3.00	
MDIA 165	Digital Image Manipulation I	1.50	
MDIA 166	Photography II	3.00	
MDIA 167	Intermediate Video Production	3.00	
MDIA 169	Sound Production for Media Applications	3.00	
MDIA 170	Project Development	1.50	
			18.00

THIRD TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			15.00
MDIA 201	Advanced Digital Post	1.50	
MDIA 203	Animation for Media Students	1.50	
MDIA 204	Interactive Media Production II (under development)	3.00	
MDIA 205	Digital Image Manipulation II	1.50	
MDIA 206	Photography III	1.50	
MDIA 207	Advanced Video Production	3.00	
MDIA 209	Sound Production for Video	1.50	
MDIA 210	TV Studio Production	1.50	
			15.00

FOURTH TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			9.00
MDIA 263	Production Resources	1.50	
MDIA 290	Advanced TV Studio Production	1.50	
MDIA 291	Portfolio Development	1.50	
MDIA 292	Client Project Development (under development)	1.50	
MDIA 298	Advanced Media Literacy	1.50	
MDIA 299	Major Projects	1.50	
			9.00

FIFTH TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			4.50
CMNS 230	Career Preparation for Media	1.50	
MDIA 303	Practicum	3.00	
			4.50
Total Program Credits			66.00

Note:

The Media Program profile is subject to change due to advances in technology and the evolving job market for media technologists.

MEDICAL OFFICE ASSISTANT PROGRAM

Faculty

- J. CLARK, RN (Regina Gen. Hosp.), I.A. Teaching Dip.
(Univ. of Sask.)
S. HORN, ID (UBC), M.Ed. (SFU)
S. LIVINGSTONE, RN, MAMS (London, Eng.)
A. SEDKY, BA, MA, PhD (Ain Shams, Cairo)
B. SMITH, BA, Prof. Teaching Cert. (UBC), TESL
Cert.

Support Staff

Faye Ulker, Clerk Typist
Wendy Weberg, Divisional Assistant

Contact

Applied Business Technology, 604.984.4959
E-mail: abt@capcollege.bc.ca

Career Opportunities

The health care industry is one of the largest in Canada. The Medical Office Assistant is a valued allied health professional. Graduates of the MOA program have the specialized training required to work as a medical office assistant in a number of medical office settings:

- general practitioner or specialist office or a medical clinic
- the offices of other allied health professionals or alternative health care providers
- in a hospital as a clerk in Admitting, Emergency or other departments

The Program

- Medical Terminology
- Anatomy and Related Physiology
- Pharmacology
- Clinical Procedures
- Medical Office Procedures
- Standard English Usage
- Keyboarding Skill and Speed Development
- Medical Document Processing
- Medical Transcription
- Computer Applications for the Medical Office
- Computerized Medical Billing
- Job Search Strategies and Techniques
- Two-week practicum in the medical field

A Capilano College certificate is granted upon successful completion of the program.

Admission Requirements

- Grade 12 or equivalent, or mature student status.
- Attendance at an information meeting or an appointment with a faculty member or program convenor.
- Applicants will complete the MOA English Diagnostic Test (25/40 required). ESL students will be required to complete the SLEP test (college level required).
- Applicants must submit a résumé and transcripts as required by the College.
- Students may be sponsored by various government or other agencies.
- Keyboarding skills (25 w.p.m. touch typing) and basic computer knowledge are a definite asset.

Note: While a student might meet the English requirements for the Medical Office Assistant Program, other departments or programs within the college might require a TOEFL, EDT or LPI.

All Applications for Admission must be submitted to the Registrar's Office, together with official transcripts and other pertinent documents.

Special Fees and Expenses

In addition to tuition and registration fees, students can expect to spend approximately \$1,000 on textbooks and supplies.

Outcome: Certificate in the Applied Business Technology - Medical Office Assistant Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			18.00
CMNS 110	Standard English Usage	3.00	
MOA. 100	Medical Document Processing I	3.00	
MOA. 105	Medical Administrative Procedures I	3.00	
MOA. 107	Clinical Procedures I	1.50	
MOA. 109	Anatomy, Physiology, and Pathology I	3.00	
MOA. 111	Medical Terminology I	3.00	
MOA. 121	Medical Document Processing II	1.50	
			18.00

SECOND TERM

		Course Credits	Required Credits
Required Courses:			15.75
MOA. 102	Keyboarding Skill and Speed Development	1.50	
MOA. 103	Medical Machine Transcription and Computer Applications	3.00	
MOA. 106	Medical Administrative Procedures II	0.75	
MOA. 108	Clinical Procedures II and Pharmacology	1.50	
MOA. 110	Anatomy, Related Physiology and Pathology II	3.00	
MOA. 112	Medical Terminology II	3.00	
MOA. 115	Directed Work Experience	1.50	
MOA. 122	Computerized Medical Billing	1.50	
			15.75
Total Program Credits			33.75

MUSIC THERAPY PROGRAM**Faculty**

P. AVERY, BA (York), M.Ed. (Toronto), Registered Psychologist
 S. BAINES, B.Mus. (Calgary), BMT (Wilfrid Laurier), MA (NYU), FAMI, MTA
 E. BOTMAN, B.Sc. (PT) (McGill), M.Ed. (Manitoba)
 J. BRODEUR, B.Mus. (Vincent d'Indy), MA, PhD (CPU), MTA
 K. BURKE, BA (Antioch), Dip.M.T. (Capilano), MTA
 R. GURR
 M. HOWARD, BMT (OUBC), MTA
 K. KIRKLAND, B.Mus. (Alberta), Dip.M.T. (Capilano), MA (California), FAMI, MTA
 N. MCMASTER, BA (UBC), Dip.M.T. (Nordoff & Robbins), MA (NYU), FAMI, MTA
 E. MOFFITT, B.Mus. (McGill), MA (CPU), Dip.M.T. (Capilano), FAMI, MTA
 S. SUMMERS, BPE, B.Ed., Dip.Sp.Ed. (Calgary), Dip.M.T. (Capilano), MMT (OUBC), MTA
 J. WATERS, BA, MA (SFU), PhD (SFU)
 S. WILLIAMS, B.Mus. (Toronto), MCAT (Hahnemann), MTA, CMT, **Program Coordinator**

Support Staff

Sandra Bishop, Receptionist
 Tim Coffey, Stores Clerk
 Janice Capoeman, Secretary
 John McMurray, Stores Clerk

Contact

Tel: 604.984.4951
 Fax: 604.983.7559
 E-mail: mtherapy@capcollege.bc.ca

BACHELOR OF MUSIC THERAPY — BC OPEN UNIVERSITY

Graduates of the Capilano College Music Therapy program receive a Bachelor of Music Therapy from the British Columbia Open University.

Music therapists use the creative process inherent in musical participation to assist individuals and groups to improve their mental, physical and emotional functioning. Music therapists work with deep emotions in special therapeutic programs, run exercise and dance programs, lead choirs, instrumental ensembles and music appreciation groups as they contribute to therapeutic goals. Music therapy is increasingly identified by health care professionals as an effective catalyst for client motivation, stimulation and communication.

Career Opportunities

Graduates of the program work with all age groups, with a wide range of physiological, cognitive and emotional disorders, in a variety of clinical settings or in private practice. They are trained to work as part of a health care team.

The Program

The Music Therapy program at Capilano offers the third and fourth years leading to the Bachelor of Music Therapy granted by the Open University. This degree program is designed so that students may enter third year with a variety of backgrounds: music, general arts, education, or nursing etc. All four years may be completed at Capilano College.

This program provides students with the opportunity to gain knowledge and develop competencies in such areas as music therapy and practice; clinical disorders; assessment, planning and intervention; improvisation and music of many eras and cultures; interpersonal skills and group dynamics; basic research, and documentation.

The program blends academic and experiential course work. Students deepen their experience of music, creative expression and the role of the arts. They are encouraged to explore their values, beliefs, feelings and communication patterns, to increase their effectiveness in the field. They have field work in a different setting for each of the four terms, in which they are given increasing responsibility to design, implement and evaluate their own treatment programs, under clinical supervision.

Continuance in the Music Therapy program will be contingent upon an adequate level of personal, academic and clinical skills as jointly evaluated each semester by the Music Therapy faculty. Music therapy is a helping profession in which music therapists work with clients who are in a state of disability. In the therapist/client relationship, there is an assumption

that the therapist is in a well enough state of health and well-being to mediate client difficulties with an appropriate clinical approach. In other words, the therapist must function in clinically suitable ways, be emotionally stable and able to respond generally vis-a-vis the client's needs. The therapist is the helper. The role of the Music Therapy program, in addition to student education, is to safeguard the standards of practice of the professional music therapy community through monitoring student readiness to work with members of the community-at-large who are at risk because of disability, disease, cultural and social deprivation, and otherwise disadvantaged. Safety of clients is essential.

Admission Requirements to the Third Year

For admission requirements to the first year, consult the entrance requirements to the Music Department. An interview will also be required with the Music Therapy faculty, however acceptance to the first year does not guarantee acceptance to the third year.

For successful entry to third year, candidates must complete the following:

	Credits
English – Literature & Composition	6.0
Psychology – Introductory	6.0
Psychology – Child Development	3.0
Psychology – Elective (200+ level) *	3.0
Human Biology (or Math/Science elective)	3.0
Orff Methodology (Music Pedagogy)	1.5
Kodaly Methodology (Music Pedagogy)	1.5
Music History	6.0
Music Theory	6.0
Ear Training and Sight Singing	3.0
Major Instrument	Performance Level
Class Piano (or equivalent private lessons)	4.0
Humanities (may be music credits)	6.0
Electives	3.0
Basic guitar skills (folk style)	
Volunteer or work experience with people with special needs	
Computer Skills (Word Processing)	

*Abnormal Psychology is offered within the Music Therapy program.

The Music Therapy *Information and Application Package* is recommended to assist you in preparing for entry to third year, including information on the portfolio, audition and interview process. Please contact the Music Department office or send your mailing address to mtherapy@capcollege.bc.ca

Portfolio submission deadline: May 1st.

Graduation Requirements

To obtain the Bachelor of Music Therapy degree candidates must fulfill the admission requirements to third year, complete the 73 credits in the courses outlined below as well as the post basic requirements of the nine-credit internship.

Accreditation

This course work fulfils the educational requirements for professional accreditation by the Canadian Association for Music Therapy.

A supervised internship is also required before graduation, to fulfil the accreditation requirement for clinical work.

Outcome: Bachelor of Music Therapy Degree (British Columbia Open University)

FIRST TERM		Course Credits	Required Credits
Required Courses:			15.00
M.T. 320	Improvisation I	1.50	
M.T. 330	Basic Clinical Skills	3.00	
M.T. 350	The Influence of Music	3.00	
M.T. 360	Music Therapy I	3.00	
M.T. 364	Disabling Conditions - Adulthood	3.00	
M.T. 380	Interpersonal Skills for Music Therapists	1.50	
Choose 'Required Credits' from the following list:			3.00
PMI. ###	Private Music Instruction - Secondary	1.00	
PMI. ###	Private Music Instruction - Concentration	2.00	
			18.00
SECOND TERM		Course Credits	Required Credits
Required Courses:			16.00
M.T. 361	Music Therapy II	3.00	
M.T. 370	Disabling Conditions - Childhood	3.00	
M.T. 391	Practicum II	6.00	
M.T. 420	Improvisation II - Guitar	1.00	
PSYC 222	Abnormal Psychology	3.00	
Choose 'Required Credits' from the following list:			3.00
PMI. ###	Private Music Instruction - Secondary	1.00	
PMI. ###	Private Music Instruction - Concentration	2.00	
			19.00

THIRD TERM		Course Credits	Required Credits
Required Courses:			15.00
M.T. 340	Midi Synthesis Technology	1.50	
M.T. 450	The Influence of Music II	1.50	
M.T. 460	Music Therapy III	3.00	
M.T. 490	Practicum III	6.00	
PSYC 201	Group Dynamics	3.00	
Choose 'Required Credits' from the following list:			3.00
PMI. ###	Private Music Instruction - Secondary	1.00	
PMI. ###	Private Music Instruction - Concentration	2.00	
			18.00
FOURTH TERM		Course Credits	Required Credits
Required Courses:			15.00
M.T. 451	Music and the Creative Arts	1.50	
M.T. 461	Music Therapy IV	3.00	
M.T. 462	Principles of Research for Music Therapy Students	3.00	
M.T. 480	Improvisation III	1.50	
M.T. 491	Practicum IV	6.00	
Choose 'Required Credits' from the following list:			3.00
PMI. ###	Private Music Instruction - Secondary	1.00	
PMI. ###	Private Music Instruction - Concentration	2.00	
			18.00
POST BASIC PROGRAM REQUIREMENTS		Course Credits	Required Credits
Required Courses:			9.00
M.T. 510	Internship	9.00	
			9.00
Total Program Credits			82.00

Some Music Therapy Practicum Placements

CHILDREN

North Vancouver School Board
Bob Berwick Preschool

PSYCHIATRY

Riverview Hospital
Westside Community Care Team

GERIATRICS

UBC Extended Care
Yaletown House

PALLIATIVE CARE

Lion's Gate Hospital
St. Paul's Hospital

COMMUNITY SETTING

Greater Vancouver Community Mental Health Services
Mount Pleasant Neighbourhood House
Burnaby Parks and Recreation

Note: A complete *Information and Application Package*, including audition and interview information, is available from the Music Department office.
Tel: 604.984.4951.

OFFICE ASSISTANT PROGRAM*

***This is a program for ESL students.**

Faculty

D. BLANEY, ID (UBC), CPS, M.Ed. (SFU)
M. GIOVANNETTI, BSA (St. F.X.), B.Ed. (Mt. St. Vincent), TESL Cert., MA (TESL) (SFU)
S. GREENAWAY, B.Comm. (UBC), CA
S. HORN, ID (UBC), M.Ed. (SFU)
N. POWER, BA (Concordia), Lab Supervisor
A. SEDKY, BA, MA, PhD (Ain Shams, Cairo)
C. SCHNURRENBERGER, Lab Supervisor
B. SMITH, BA, Prof. Teaching Cert. (UBC), TESL

Support Staff

Faye Ulker, Clerk Typist
Wendy Weberg, Divisional Assistant

Contact

Applied Business Technology: 604.984.4959
E-mail: abt@capcollege.bc.ca

Career Opportunities

Graduates are finding employment in entry-level positions which include general office assistants, receptionists, and accounting clerks.

The Program

The Office Assistant Program is a full-time, nine-month program offered from September to May. This program provides students with training in general office skills, computer applications, accounting, and English speaking, listening, grammar and composition skills. Students are required to complete a work practicum as part of their training program.

Admission Requirements

Applicants who wish to take this program must have a personal interview with a faculty member or the program convenor.

- Completion of Grade 12 or equivalent or mature student status.
- Minimum of College Prep English language skills as demonstrated by SLEP Test results and writing sample.
- Applicants must submit transcripts as required by the College.
- Competent conversational English.
- Touch typing.

Note: While a student might meet the English requirements for the Office Assistant Program, other departments or programs within the college might require a TOEFL, EDT or LPI.

Outcome: Certificate in the Applied Business Technology - Office Assistant Program

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			15.00
BTEC 113	Business English and Communications	4.50	
BTEC 143	Business Computer Applications I	4.50	
ESL 062	Advanced Speaking and Listening for Business	3.00	
ESL 067	Advanced Reading and Vocabulary for Business	3.00	
			15.00
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			13.50
BTEC 119	Accounting Procedures I	4.50	
BTEC 140	Administrative Procedures	1.50	
BTEC 144	Business Computer Applications II	4.50	
BTEC 251	Interpersonal Skills	1.50	
BTEC 300	Directed Work Experience	1.50	
Choose 'Required Credits' from the following list:			3.00
BTEC 211	Business Writing	3.00	
BTEC 212	Business English II	3.00	
			16.50
THIRD TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			1.50
BTEC 118	Introduction to Computerized Accounting	1.50	
BTEC 300	Directed Work Experience	Continued	
			1.50
Total Program Credits			33.00

Students who receive a minimum of B in the following courses will receive credit from Business Administration:

BTEC 143 and 144 are equivalent to BCPT 121 and BCPT 122.

ONLINE PUBLISHING CERTIFICATE PROGRAM

Faculty

M. ANDERSON, Dip. (Emily Carr College of Art & Design)

K. BARBOUR, Dip. Media Program (Capilano College)

C. GRATHAM, B.Sc., M.Sc. (UBC)

C. KILIAN, BA (Columbia), MA (SFU)

T. JURIMAE, Dip. Infotec (Capilano)

S. ROGERS, BAA (Ryerson)

Contact

Sandra Rogers, Program Convenor

Tel: 604.990.7819

E-mail: srogers@capcollege.bc.ca

Web address: www.capcollege.bc.ca/magic/onlinepub

The Media Program

Tel: 604.984.4940

Career Opportunities

The Online Publishing Certificate program is designed to keep pace with the rapidly changing Web Publishing industry. The program covers a wide range of topics, all taught by professionals with extensive teaching and industry experience.

The program covers all aspects of creating and managing a Web site, including design, production, and administration. Upon completion of the certificate students can expect to find work in any area of Web Publishing.

The Certificate Program

The Online Publishing Program is an eight-month, part-time course of studies leading to a 15-credit certificate in Web Publishing. Theoretical concepts are taught online as Web-based courses. Production courses are taught in the computer lab two nights per week over the fall and spring terms. A maximum of 15 students will be accepted into the program.

Fees

Students can expect to pay \$3,800 for tuition for the 15-credit certificate. Students are responsible for all costs associated with their ISP account and Web site hosting.

Please Note: Fees are subject to change without notice.

Admission Requirements

1. 18 years of age or older.
2. Grade 12 graduation or equivalent or mature student status.
3. Computer literacy (thorough understanding of either Mac OS or Windows OS).

4. Access to an Internet connected computer and an e-mail address.
5. Applications for Admission must be submitted to the Registrar's Office, together with official transcripts of all secondary and post-secondary education.
6. Complete the Online Publishing Program Application form which can be found online at www.capcollege.bc.ca/magic/onlinepub by the deadline of April 15, 2002.
7. Applicants will be notified of the status of their applications by mid-May.

Outcome: Certificate in the Online Publishing Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			9.00
CMNS 146	Introduction to Web Writing	1.50	
MTEC 150	Web Site Design	1.50	
MTEC 155	Web Production I - Image and Sound	3.00	
MTEC 165	Web Production II - Authoring	3.00	
			9.00
SECOND TERM		Course Credits	Required Credits
Required Courses:			6.00
MTEC 170	Web Site Management	3.00	
MTEC 175	Web Portfolio Development	3.00	
			6.00
Total Program Credits			15.00

OUTDOOR RECREATION

A. OUTDOOR RECREATION MANAGEMENT DIPLOMA PROGRAM

B. WILDERNESS LEADERSHIP PROGRAM

C. WILDERNESS LEADERSHIP ADVANCED PROGRAM

Faculty

- C. BONIFACE, B.Sc., PGCE (Birmingham), M.Sc.(SFU)
- C. BOTTRILL, BA (U. of Waikato, New Zealand), MA (U. of Canterbury, New Zealand)
- C. FISHER, Dip. Outdoor Rec. Mgmt. (Capilano), CPR Instructor, CISSR Wilderness Emergency Response Instructor, BCRCA Lake Water Instructor
- S. FISHER, Dip. Outdoor Rec. Mgmt. (Capilano), CPR Instructor, CISSR Wilderness Emergency Response Instructor, BCRCA Lake and Moving Water Instructor
- G. GJERDALEN, BA MRM (SFU), APMCP (Capilano), **Convenor, Outdoor Recreation**
- P. HOLDEN, BA (UBC), LLB (U. of Ottawa), MBA (UBC)
- C. KILIAN, BA (Columbia), MA (SFU)
- R. McBLANE, B.Ed., M.Ed. (U. of Alberta)
- J. ROUSE, DMATP, B.Sc. (Mt. Allison U.), Cert. Tourism Mgmt. (Capilano), **Coordinator**
- T. TOWILL, CMA, MBA (Asia Pacific International Graduate School of Management)
- W. VAN LUVEN, BA, MFA (UBC)
- B. WHITE, DMATP, BA (Hons.), MA, PhD (SFU), **Convenor, Tourism Degree**

Contact

Phone: 604.984.4960

Fax: 604.984.1761

E-mail: outdoor@capcollege.bc.ca

Web site: www.capcollege.bc.ca

Bachelor of Tourism Management Degree

A Bachelor of Tourism Management degree is offered through the British Columbia Open University in collaboration with Capilano College. The intent of the degree is to provide the most up-to-date knowledge, innovations, technologies, and management techniques for administrators and entrepreneurs in the tourism industry. The degree requirements include core business and tourism foundation courses, general education requirements, specified and elective courses at the upper level, and a number of defined elective credits. The academic credentials earned in the Outdoor Recreation Management diploma satisfy most core business and tourism foundation courses, and elective requirements. Subject to approval from the B.C. Open

University, Capilano College will be offering all the necessary courses to earn a B.C. Open University Bachelor of Tourism Management degree. For a detailed brochure about the degree, please contact Capilano College at 604.984.4960 or fax 604.984.1761.

A. OUTDOOR RECREATION MANAGEMENT DIPLOMA PROGRAM

B.C.'s "super natural" environment is ideal for outdoor recreation. Rapid growth in the tourism industry and the public's desire to experience the outdoors has led to a high demand for qualified outdoor recreation professionals. The Outdoor Recreation Management diploma program meets this demand by offering an outstanding curriculum blending outdoor education and business management

Nestled on the forested slopes of the North Shore mountains, close to whitewater rivers, wilderness lakes, ocean shoreline, the College is ideally suited for the challenging two-year program.

The Outdoor Recreation Department is relaxed and informal; however, we set and maintain high academic and outdoor leadership performance standards. Students will appreciate the individual attention College faculty are able to provide.

Career Opportunities

The well-established Outdoor Recreation Management program provides excellent training for a wide range of careers in federal, provincial and regional parks, resorts, community recreation, adventure tourism, and environmental education. Careful practicum placements and an increasing variety of career opportunities ensure that graduates readily find employment in the field.

The Program

The curriculum includes several trips into B.C.'s wilderness areas, including backpacking experiences in the Coast Mountains, and West Coast marine expeditions for leadership development.

Our program has earned an excellent reputation for its top-quality management and technical skills and employment contacts. Over the past three decades, we have expanded our network of practicum placements, keeping us in touch with the latest developments and providing access to career prospects.

Admission Requirements

- Grade 12 graduation or equivalent or mature student status.
- Personal interview.

- Attendance at orientation meeting. Orientation meetings and interviews are scheduled in January and February. Phone the department for dates and times.
- Applicants must have good reading and writing skills, have previous relevant outdoor experience, and must be physically and psychologically prepared for the challenges of the program and the demands of the industry. Students applying for admission should be aware that attitude, field performance and participation are taken into account in the departmental evaluation process.
- Prior to the start of the program, a doctor's certificate of health will be required.
- All students need to be well equipped with outdoor gear and must be prepared to pay additional costs for field trips.

Admission Procedure

The Application for Admission must be submitted to the Registrar's Office, together with official transcripts and other pertinent documents.

Please bring the following documentation to your interview:

- At least two letters of reference
- A résumé of past experiences

Outcome: Diploma in the Outdoor Recreation Management Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			21.00
CMNS 154	Communications in Outdoor Recreation and Tourism	3.00	
REC. 149	Computer Applications for Outdoor Recreation	3.00	
REC. 152	Environmental Stewardship I	3.00	
REC. 156	Natural History for Outdoor Leaders	3.00	
REC. 157	Wilderness Leadership Skills	3.00	
REC. 169	Interpreting Natural and Cultural Landscapes	3.00	
TOUR 111	Tourism Introduction: Theory and Practice	3.00	
			21.00
SECOND TERM		Course Credits	Required Credits
Required Courses:			18.00
REC. 144	Outdoor Recreation Program Planning	3.00	
REC. 151	The Outdoor Recreation Environment	3.00	
REC. 163	Wilderness First Aid I	3.00	
REC. 174	Outdoor Recreation Business Planning I	3.00	
REC. 243	Business Law in Outdoor Recreation	3.00	
TOUR 114	Organizational Behaviour in Tourism	3.00	
			18.00

THIRD TERM		Course Credits	Required Credits
Required Courses:			15.00
REC. 120	Selective Skills	0.00	
REC. 143	Outdoor Recreation Delivery Systems	3.00	
REC. 252	Environmental Stewardship II	3.00	
REC. 274	Outdoor Recreation Business Planning II	3.00	
TOUR 113	Human Resource Management in Tourism	3.00	
TOUR 233	Cross Cultural Tourism	3.00	

15.00

FOURTH TERM		Course Credits	Required Credits
Required Courses:			9.00
REC. 120	Selective Skills	Continued	
REC. 255	Outdoor Recreation Practicum	9.00	

9.00

Total Program Credits		63.00
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Selective Skills

During their time in the Outdoor Recreation Management program, students are required to pursue two skills activities in their particular area of interest. These selective skills help our graduates to find work in the outdoor recreation, adventure travel and nature-based tourism industries.

B. WILDERNESS LEADERSHIP PROGRAM

Contact

Tel: 604.984.4960

Fax: 604.984.1761

E-mail: outdoor@capcollege.bc.ca

Website: www.capcollege.bc.ca/programs/wilderness

The Program

The Wilderness Leadership certificate program is taught by experienced and qualified Capilano College faculty and by experts from the outdoor adventure industry.

Adventure tourism is one of British Columbia's fastest growing industries. With backcountry adventures becoming increasingly popular, there is a need for quality training in outdoor activities and for skilled outdoor leaders to fill positions locally and globally.

To meet this need, the Wilderness Leadership certificate program offers a combination of essential outdoor leadership skills and activity instruction set against the breathtaking beauty of some of British Columbia's most famous adventure travel destinations.

Program Location

The Wilderness Leadership program is based north of Vancouver, British Columbia, in the Howe Sound/Whistler/Pemberton corridor. The Capilano College campus at Squamish forms a base for the program.

The outdoor adventure opportunities in this area are among the best in the world. Excellent canoeing, white water kayaking, sea kayaking, river rafting, backpacking, rock climbing, mountaineering and skiing are all easily accessible. The rich biodiversity of the area's coastline, old growth forests, subalpine ecosystems and high alpine ecosystems creates a natural classroom for learning about the outdoor environment.

Industry Certifications

In some skill areas, examinations for certification offered by professional associations may be arranged for competent students.

The skills areas include:

- Wilderness First Aid
- Canoeing
- Sea Kayaking
- River Rescue
- Rock Rescue
- Nordic Skiing
- Telemark Skiing
- Avalanche Safety
- Sailing
- Radio Operations

Admission Requirements

The successful applicant to the Wilderness Leadership program must:

- have Grade 12 or equivalent
- be 19 years of age or older. Students under 19 may be accepted into the Wilderness Leadership program with a written recommendation from a high school teacher or principal.
- have good reading, writing and research skills
- be physically and psychologically prepared for the challenges of the program and the demands of the industry
- have a doctor's certificate of health
- be prepared to pay additional costs for textbooks and certification
- be prepared to sign the program's disclosure of inherent risks
- be formally admitted to the College

To receive an Application for Admission form, or more information, contact:

Tourism/Outdoor Recreation Department
Capilano College
2055 Purcell Way
North Vancouver, B.C.,
Canada V7J 3H5

Tel: 604.984.4960
 Fax: 604.984.1761
 E-mail: outdoor@capcollege.bc.ca
 Website: www.capcollege.bc.ca/programs/wilderness

Information Meetings

- Information meetings are held in October and November for the Winter program and March and April for the summer program.
- Call 604.984.4960 or e-mail outdoor@capcollege.bc.ca to receive notification of the exact dates.
- Interview appointments can be arranged at the information meeting.

Program Profile

LENGTH OF PROGRAM: 15 Weeks

START DATE: August/January

FINISH DATE: November/May

A Wilderness Leadership Certificate will be awarded upon successful completion of all core courses plus 12 credits of select Wilderness Leadership Skills with a minimum C (2.00) cumulative GPA. Students are expected to maintain satisfactory performance in all core and Wilderness Leadership skills courses. Students falling below this satisfactory level may be asked to leave the program depending on the circumstances.

Outdoor Recreation Management Diploma students, may acquire the Wilderness Leadership program certificate by completing an additional 15 credits of skill courses offered in the Wilderness Leadership Certificate program. (These courses may not have been taken previously within the Outdoor Recreation diploma program.)

Outcome: Certificate in the Wilderness Leadership Program - Summer

CORE COURSES		Course Credits	Required Credits
Required Courses:			18.00
CMNS 174	Wilderness Leadership Communications	3.00	
REC. 156	Natural History for Outdoor Leaders	3.00	
REC. 157	Wilderness Leadership Skills	3.00	
REC. 163	Wilderness First Aid I	3.00	
REC. 169	Interpreting Natural and Cultural Landscapes	3.00	
WLP. 153	Guiding Leadership	3.00	
			18.00

SUMMER PROGRAM

	Course Credits	Required Credits
Choose 'Required Credits' from the following list:		12.00
WLP. 126	Backpacking	3.00
WLP. 127	Mountaineering	3.00
WLP. 128	Rock Climbing I	2.00
WLP. 129	Rock Climbing II	2.00
WLP. 130	Rock Rescue Clinic	1.00
WLP. 133	Canoeing I	3.00
WLP. 134	Canoeing II	3.00
WLP. 135	Rafting I	2.00
WLP. 136	Rafting II	3.00
WLP. 137	Sea Kayaking I	3.00
WLP. 138	Sea Kayaking II	3.00
WLP. 140	River Rescue Clinic	1.00
WLP. 142	Sailing	3.00
		12.00

Total Program Credits

30.00

Outcome: Certificate in the Wilderness Leadership Program - Winter

CORE COURSES		Course Credits	Required Credits
Required Courses:			18.00
CMNS 174	Wilderness Leadership Communications	3.00	
REC. 156	Natural History for Outdoor Leaders	3.00	
REC. 157	Wilderness Leadership Skills	3.00	
REC. 163	Wilderness First Aid I	3.00	
REC. 169	Interpreting Natural and Cultural Landscapes	3.00	
WLP. 153	Guiding Leadership	3.00	
			18.00

WINTER PROGRAM

	Course Credits	Required Credits
Choose 'Required Credits' from the following list:		12.00
WLP. 124	Winter Skills	3.00
WLP. 125	Ski Touring	3.00
WLP. 131	Nordic Skiing I	2.00
WLP. 132	Nordic Skiing II	3.00
WLP. 133	Canoeing I	3.00
WLP. 134	Canoeing II	3.00
WLP. 137	Sea Kayaking I	3.00
WLP. 138	Sea Kayaking II	3.00
WLP. 139	River Kayaking Clinic	1.00
WLP. 141	Telemark Clinic	1.00
		12.00
Total Program Credits		30.00

C. WILDERNESS LEADERSHIP ADVANCED CERTIFICATE

A Wilderness Leadership advanced certificate will be awarded upon successful completion of a total of 15 credits of skills courses not previously taken. Wilderness First Aid II is required to complete the advanced certificate.

Outcome: Certificate in the Wilderness Leadership Advanced Program

REQUIRED COURSES		Course Credits	Required Credits
Required Courses:			3.00
REC. 263	Wilderness First Aid II	3.00	
Choose 'Required Credits' from the following list:			12.00
WLP. 124	Winter Skills	3.00	
WLP. 125	Ski Touring	3.00	
WLP. 126	Backpacking	3.00	
WLP. 127	Mountaineering	3.00	
WLP. 128	Rock Climbing I	2.00	
WLP. 129	Rock Climbing II	2.00	
WLP. 130	Rock Rescue Clinic	1.00	
WLP. 131	Nordic Skiing I	2.00	
WLP. 132	Nordic Skiing II	3.00	
WLP. 133	Canoeing I	3.00	
WLP. 134	Canoeing II	3.00	
WLP. 135	Rafting I	2.00	
WLP. 136	Rafting II	3.00	
WLP. 137	Sea Kayaking I	3.00	
WLP. 138	Sea Kayaking II	3.00	
WLP. 139	River Kayaking Clinic	1.00	
WLP. 140	River Rescue Clinic	1.00	
WLP. 141	Telemark Clinic	1.00	
WLP. 142	Sailing	3.00	
			15.00
Total Program Credits			15.00

PARALEGAL/LEGAL ASSISTANT PROGRAM

A. PARALEGAL/LEGAL ASSISTANT DIPLOMA

B. PARALEGAL/LEGAL ASSISTANT CERTIFICATE

C. PARALEGAL/LEGAL ASSISTANT CERTIFICATE (DISTANCE EDUCATION)

Faculty

L. BAKER, BA, LLB (UBC), Teaching Cert. (SFU)
B. BEVERIDGE, BA, LLB (UBC), CTFLFA, LLM
D. COCHRAN, BA, LLB (UBC), Cert. Ed., M.A.Ed. (SFU)
W. ENWRIGHT, BFA, MFA (UBC), LLB (McGill)
J. FAIRLIE, B. Mus. LLB (UBC)
D. PHILLIPS, LGAS Certificate, MA Liberal Studies (SFU), Co-ordinator
M. SPENCE, B.Sc., LLB (UBC)

Support Staff

M. Macaulay, Program Assistant, Distance Education
F. Ulker, Clerk Typist
W. Weberg, Divisional Assistant

Contact

Tel: 604.983.7594
E-mail: lgas@capcollege.bc.ca

Career Opportunities

A paralegal/legal assistant plays an important role in a law office. Working under the supervision of a lawyer, the paralegal/legal assistant is capable of originating work and making decisions. This person has knowledge of both procedural and substantive law. Some examples of work functions are:

- interviewing clients
- drafting pleadings, wills, and probate, conveyancing and corporate documents
- legal research
- file management
- assisting in trial preparation

Graduates of the two-year Paralegal/Legal Assistant program will find challenging careers working in law offices, government agencies, and corporate legal departments.

The program has been in operation since 1976 and has a 90% placement rate. (This figure may fluctuate for any one graduating class depending on the economy.)

Capilano College has entered into an agreement with Athabasca University that now permits transfer credit of Capilano College Paralegal/Legal Assistant programs and specified courses to a number of baccalaureate degrees offered through Athabasca University.

See Athabasca University Web site for further details.
(www.athabascau.ca)

Programs

There are two paralegal/legal assistant programs offered at Capilano College.

1. The Paralegal/Legal Assistant Diploma program.
This is a two-year, full-time program designed for people without current legal experience.
 - 2.* The Paralegal/Legal Assistant Certificate program.
This evening program is designed for people who are presently working in a law office with at least two years legal secretarial or paralegal experience.
- * The Paralegal/Legal Assistant Certificate program is available as a distance education program.

A. PARALEGAL/LEGAL ASSISTANT DIPLOMA

Upon completion of the two-year program, students must complete a six-month practicum under the supervision of a lawyer. Students are paid during this practicum by their employer.

At the end of a successful practicum, the student is eligible for graduation. Faculty work closely with students and with the legal community to assist in obtaining successful practicum placements.

Faculty maintain close contacts with the legal community, and several faculty members are practising lawyers. As well, support is provided by an external Advisory Committee, which provides information on recent developments in the legal community, and offers advice on topics ranging from curriculum changes to graduate placements.

Members of the Advisory Committee include representatives from the Law Society of British Columbia, the Canadian Bar Association, private law firms, a government agency, crown corporations and the Association of Law Office Administrators.

Admission Requirements

The successful applicant to the Paralegal/Legal Assistant program should have:

1. a minimum of one year post-secondary university transfer education;
2. a B- or better in ENGLISH 100. (Applicants who do not have this are required to submit the results of a Language Proficiency Index given through the Educational Measurement Research before their personal interview. Applicants must obtain LPI with a minimum Level 5 to be accepted into the diploma program.);
3. good working knowledge of computers; and
4. work experience in an office setting (highly recommended).

Applications, together with official post-secondary transcripts, must be submitted to the Registrar's Office. Incomplete applications will not be processed.

Prospective applicants may begin the application process by telephoning 604.983.7594. Names will be recorded and applicants will be mailed the formal admission procedure outline. Information meetings may also be held. The Department Chairperson will review all applications for the 36 seats available in the Diploma Program. Applicants who meet the program admission requirements will be invited to have a personal interview.

Admission Procedure

Step 1 - Application

Interested applicants are required to submit the following materials to the Registrar's Office for review by the Paralegal/Legal Assistant program chairperson:

1. two letters of reference, preferably from past employers or college/university instructors;
2. an up-to-date résumé;
3. a short, handwritten essay (three pages, double spaced) entitled, "My Reasons for Wanting to be a Paralegal/Legal Assistant";
4. Capilano College Application for Admission form;
5. an official copy of your secondary school transcript and official transcripts from all post-secondary institutions attended; and
6. \$20 non-refundable application fee (\$100 for international students). An additional \$25 evaluation fee must be submitted for evaluation of out-of-province documents.

The items mentioned above should be sent to:

In person:

Registrar's Office, Birch Building,
North Vancouver Campus

By mail:

Admissions, Registrar's Office
Capilano College
2055 Purcell Way
North Vancouver, B.C.
Canada V7J 3H5

Step 2 - Personal Interview

Applicants are required to attend a personal interview. Appointments may be arranged by contacting the Paralegal/Legal Assistant Department at 604.983.7594 or by e-mail:

lgas@capcollege.bc.ca

Contact us if you have any questions regarding the application process.

Academic Standards

The Paralegal/Legal Assistant program requires students to maintain a cumulative 3.0 grade point average over the four terms. In addition, any student whose grade point average falls below 2.0 will not be permitted to continue in the program. To be eligible to go out on practicums, students must maintain a cumulative 3.0 GPA.

Special Fees and Expenses

The student can expect to spend approximately \$1,300 per year on books, photocopying expenses and for use of legal databases. Since regular use of a law library is necessary for research purposes, students should include necessary transportation expenses.

Outcome: Diploma in the Paralegal/Legal Assistant Program

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			16.50
CMNS 179	Legal Communications	3.00	
LGAS 115	Legal Document Processing	1.50	
LGAS 150	Introduction to Study of Law	3.00	
LGAS 152	Litigation Procedures I	3.00	
LGAS 170	Legal Research	3.00	
LGAS 252	Torts I	3.00	
			16.50
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			16.50
LGAS 151	Evidence	3.00	
LGAS 157	Wills and Probate Procedures	3.00	
LGAS 164	Litigation Procedures II	1.50	
LGAS 180	Contracts I	3.00	
LGAS 254	Torts II	3.00	
LGAS 256	Family Law	3.00	
			16.50
THIRD TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			16.50
LGAS 155	Conveyancing Procedures	1.50	
LGAS 179	Legal Interviewing	3.00	
LGAS 181	Contracts II	3.00	
LGAS 253	Company Law	3.00	
LGAS 255	Real Property	3.00	
LGAS 264	Insurance Law I	3.00	
			16.50

FOURTH TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			18.00
LGAS 153	Basic Corporate Procedures	1.50	
LGAS 172	Legal Drafting	3.00	
LGAS 199	Career Practicum	3.00	
LGAS 215	Law Office Procedures	1.50	
LGAS 262	Litigation Procedures III	3.00	
LGAS 265	Insurance Law II	3.00	
LGAS 267	Intellectual Property	3.00	
			18.00
FIFTH TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			0.00
LGAS 199	Career Practicum	Continued	
			0.00
Total Program Credits			67.50

B. PARALEGAL/LEGAL ASSISTANT CERTIFICATE

Admission Requirements

This is a part-time evening program designed for students with at least two years legal secretarial experience who are presently working in a law office.

Applicants must submit a résumé and a letter from their employer confirming their work experience.

Those without a legal background and two years of experience may be admitted to a particular course only after consultation with the Department Chairperson. Acceptance into a particular course does not mean a student has been accepted into the program as a whole. Notification of acceptance into the program is by letter.

The Paralegal/Legal Assistant Certificate Program starts in September of each year. Specific courses are offered in each of the three terms: fall (September to December), spring (January to April), and summer (May and June). Contact the Paralegal/Legal Assistant Department at 604.983.7594 for registration deadline information.

(PLA) Prior Learning Assessment

The Paralegal/Legal Assistant Department is committed to the recognition of prior learning. Prior learning assessment (PLA) recognizes demonstrated learning for credits which have been acquired through life or work experiences. For further information contact the PLA coordinator at Capilano College.

Certificate Requirements

In order to attain the Paralegal/Legal Assistant Certificate students must successfully complete 30 credits. These credits must be chosen from substantive Paralegal/Legal Assistant courses. Students are required to maintain a cumulative GPA of 2.66 to graduate.

The requirements for the certificate must be completed within five years of commencing the courses. The five-year period may be extended for one year in exceptional circumstances.

Outcome: Certificate in the Paralegal/Legal Assistant Program

Students must take the 5 required courses and 5 elective courses.

Students must first take LGAS 150 followed by LGAS 151 and LGAS 170 before they will be admitted to any other course.

PROGRAM REQUIREMENTS		Course Credits	Required Credits
Required Courses:			15.00
LGAS 150	Introduction to Study of Law	3.00	
LGAS 151	Evidence	3.00	
LGAS 170	Legal Research	3.00	
LGAS 180	Contracts I	3.00	
LGAS 181	Contracts II	3.00	
Choose 'Required Credits' from the following list:			15.00
LGAS 172	Legal Drafting	3.00	
LGAS 179	Legal Interviewing	3.00	
LGAS 182	Creditors' Remedies	3.00	
LGAS 186	Aboriginal Law	3.00	
LGAS 252	Torts I	3.00	
LGAS 253	Company Law	3.00	
LGAS 254	Torts II	3.00	
LGAS 255	Real Property	3.00	
LGAS 256	Family Law	3.00	
LGAS 257	Wills and Estates	3.00	
LGAS 264	Insurance Law I	3.00	
LGAS 265	Insurance Law II	3.00	
LGAS 267	Intellectual Property	3.00	
LGAS 268	Criminal Law	3.00	
			30.00
Total Program Credits			30.00

Transfer Credits

Transfer credits will not automatically be given for courses taken at other institutions. Requests for transfer credit must be submitted on the *Request for Transfer Credit* form and submitted to the Registrar's Office.

Students will be required to demonstrate current knowledge before course exemption will be granted.

Note: Athabasca University accepts transfer credit from Capilano College's Paralegal/Legal Assistant programs and from other specific courses. These credits may be applied to a number of baccalaureate degrees offered through Athabasca University. See their Web site for details: www.athabascau.ca

C. PARALEGAL/LEGAL ASSISTANT CERTIFICATE (DISTANCE EDUCATION)

See Capilano College Web site for further details or e-mail: de-lgas@capcollege.bc.ca

Computer System Requirements

In order to participate in these courses, students should own or have regular access to the following system hardware and software. Some courses may require students to communicate with fellow students and the instructors outside of office hours.

Because of access and security issues with networked computers, students should not use a networked computer at their workplace as their main computer for participation in this program.

Minimum System Requirements

- Microsoft Window 95 or 98
- Intel Pentium processor
- 48 MB of RAM (random access memory)
- 10 MB free hard disk space
- 28 K modem/fax
- dial-up Internet account
- sound card with computer speakers
- a reliable e-mail program and a dedicated e-mail address

More Suitable Choices

- Intel Pentium II or III processor
- 64 MB of RAM
- Super VGA compatible monitor
- CD-ROM
- 56K modem/fax, DSL or cable Internet access
- word processing software that can read and write Microsoft Word documents

or

- Apple Macintosh Power PC, iMac, G3 or G4 computer
- 64 MB of RAM
- 56 K modem
- CD-ROM
- Word processing software that can read and write Microsoft Word documents

Students will be responsible for their own communication costs such as long distance telephone charges, Internet service and other communication service requirements.

Outcome: Certificate in the Paralegal/Legal Assistant Program

PROGRAM REQUIREMENTS		Course Credits	Required Credits
Required Courses:		15.00	
LGAS 150	Introduction to Study of Law	3.00	
LGAS 151	Evidence	3.00	
LGAS 170	Legal Research	3.00	
LGAS 180	Contracts I	3.00	
LGAS 181	Contracts II	3.00	
Choose 'Required Credits' from the following list:			15.00
LGAS 172	Legal Drafting	3.00	
LGAS 179	Legal Interviewing	3.00	
LGAS 186	Aboriginal Law	3.00	
LGAS 252	Torts I	3.00	
LGAS 253	Company Law	3.00	
LGAS 254	Torts II	3.00	
LGAS 255	Real Property	3.00	
LGAS 256	Family Law	3.00	
LGAS 264	Insurance Law I	3.00	
LGAS 265	Insurance Law II	3.00	
LGAS 267	Intellectual Property	3.00	
LGAS 268	Criminal Law	3.00	
			30.00
Total Program			30.00

SPECIAL EDUCATION TEACHER ASSISTANT PROGRAM (PART-TIME)

Faculty

S. ALTMAN, BA (Michigan), MA (Mass.)
 L. BENNET, B.Ed., M.Ed. (UBC), PhD (SFU)
 A. GERLACH, OT(C)
 J. GIBBS, RSW, Sp.Ed., (WWU)
 D. KOCH, B.Ed., Sp.Ed., (Univ. of Alta), M.Ed (SFU),
Coordinator
 R. PEARSON, B.Ed., BA (Univ. of Alta),
 M.Ed. Administration (San Diego State Univ.)
 A. STEVENS, B.Ed., (UBC), M.Ed., EDD (Univ. of Calif.)
 D. WALSH, BA Psych., (Univ. of Winnipeg), Sp.Ed.,
 M.Ed. (UBC), RCC

Contact

Diane Koch, Coordinator
 Tel: 604.986.1911, local 2209
 E-mail: dkoch@capcollege.bc.ca
 or Diane Mills, Program Assistant
 Tel: 604.990.7802
 E-mail: dmills@capcollege.bc.ca

General Information

The Special Education Teacher Assistant (SETA) part-time program prepares students to work in inclusive educational settings with children and adolescents, Kindergarten to Grade 12, who have diverse learning needs. SETA students are trained to support children with special needs so that these children can participate fully as members of a community of learners.

Special Education Teacher Assistants work under the direction of classroom teachers or resource teachers and give special attention to students with physical, learning or emotional needs by:

- implementing individualized or group instruction in communication skills, life skills, behaviour management techniques and adaptive physical education
- assisting in the modification of curriculum, assignments and tests to accommodate students' special needs
- attending to and providing personal assistance to students in toileting, positioning, mobility, feeding, grooming and dressing
- transferring and assisting students to and from wheelchairs, desks, special equipment and work areas
- supporting all students in classroom environments

This program prepares students for a variety of para-professional duties in school, and includes theoretical studies and practical applications for working with children and adolescents who need extra support.

Who Should Apply?

Successful SETA applicants have an aptitude for working with children or adolescents, are patient, interested in education and learning, consider schools to be interesting and exciting places, and show initiative while working in a world of rapidly changing ideas.

Admission Requirements

Applicants are required to attend an information session and will be assessed on the basis of an interview with faculty, past academic experience and relevant experience working with children and adolescents.

- Prospective applicants must have completed Grade 12 (transcript required) or equivalent work experience.
- A Capilano College Application for Admission form and official transcripts must be submitted to the Registrar's Office.
- Applicants are required to demonstrate successful experience working with children/adolescents, as a volunteer or paid employee. Applicants will be asked to submit letters from employers or responsible persons in the community certifying this experience.
- Applicants must demonstrate the ability to communicate effectively in spoken and written English. A short SETA Program diagnostic English test will be administered during your interview session.
- A personal interview with the program faculty is required.
- A current criminal records check is required.

Graduation Requirements

To qualify for the practicum placement and SETA credit certificate, students must have a current Standard First Aid and CPR Certificate, criminal record check and TB test.

Upon successful completion of all SETA requirements, a credit certificate will be awarded at the College's convocation.

Outcome: Certificate in the Special Education Teacher Assistant Program

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			7.50
SETA 100	History, Philosophy and Issues in Special Education		1.50
SETA 101	Working in Schools	1.50	
SETA 105	Developmental Challenges for SETAs	3.00	
SETA 106	Technology for SETAs	1.50	
			7.50

SECOND TERM

Required Courses:

	<i>Course Credits</i>	<i>Required Credits</i>
SETA 102	Interpersonal Skills for Teachers' Assistants	1.50
SETA 103	Challenging Behaviours	1.50
SETA 104	Child Growth and Development for SETAs	1.50
SETA 107	Instructional Strategies 1	3.00
SETA 108	Instructional Strategies 2	1.50

9.00

PRACTICUM - TAKEN ONCE ALL THEORETICAL COURSEWORK HAS BEEN COMPLETED AND IS OFFERED IN BOTH TERMS.

Required Courses:

	<i>Course Credits</i>	<i>Required Credits</i>
SETA 109	SETA Practicum	6.00

6.00

Total Program 22.50

STUDIO ART PROGRAM

Studio Art is a department within the Visual and Performing Arts Division. Other art programs in this Calendar include Textile Arts, Illustration/Design: Elements and Applications (IDEA), and Commercial Animation.

Faculty

M. BOWCOTT, AOCA (Ontario), MA (RCA London)
N. BOYD, BA (Waterloo)
B. COGSWELL, NDD (Hammersmith) (RCA)
W. EASTCOTT, Sr.Cert. (VSA) (RCA)
J. JUNGIC, BA, MA (UBC)
S. KWAN, (ECCAD)
T. MULVIHILL, BFA, MA (Idaho), MFA (Calgary)
D. NEAVE, BA (Hons.) (Manchester), MA (UVic)
G. RAMMELL, (ECCAD)

Contact

Art Department
Tel: 604.984.4911
E-mail: arts@capcollege.bc.ca

General Information

Studio Art offers a program of studies leading to a two-year diploma.

Studio Art has a limited number of openings in many of its courses for part-time study and in advanced ceramics. It also offers individual credit courses in Art Institute advanced studies. *See Art Institute in the Post-graduate programs section of this Calendar.*

The Program

The Studio Art program at Capilano College provides a thorough, high quality foundation in the fundamentals of art. It enables students to make informed decisions regarding future career choices and enables them to prepare high quality portfolios to aid them in gaining acceptance into the advanced art and design programs of their choice. Graduates of the Studio Art program usually complete their education at university, art school or in a college design program.

The Studio Art program provides studio experiences in 2-D Studies, 3-D Studies, and Drawing and courses in Visual Literacy, Art History, and English.

Through exposure to a broad range of concepts, materials, techniques, and processes, students are assisted in developing personal interests, directions, and creative maturity. The emphasis of the program is on preparing students to function effectively within the context of current thought and practice within the fine arts, while preparing them for further studies in art and design-related fields. Because the program also exposes students to creative thinking and problem-solving, it may also serve as a foundation for further general education.

Studio Art Courses

Studio Art courses may be credited toward either a Diploma in Studio Art, a Diploma in Academic Studies or a Diploma in General Studies, depending on the student's educational objectives. For diplomas other than Studio Art, see the Graduation section in this Calendar.

Students taking Studio Art courses must be available for the labs attached to Ceramics, Sculpture and Printmaking which take place on the afternoon of scheduled classes. Students must ensure that courses taken outside of Studio Art will not conflict with these labs.

The Department encourages students to take both terms of any given discipline (i.e. both Drawing I and II) in the interests of effective university transfer status. The program will try to pre-register returning students into spring term courses.

Open Courses

Students wishing to register in the open Drawing classes may do so, without going through the portfolio/interview process, during the normal registration period, space permitting.

Career and Educational Opportunities

The fields of further study listed below lead to specific career or job opportunities. It is recommended that an education in these specific careers should follow a high quality broad art foundation such as that offered by

Studio Art. Students may find they need to study out of the province to pursue these educational goals.

FINE ARTS: sculptor, printmaker, painter, ceramic artist

GALLERIES AND MUSEUMS: curator, restorer, illustrator

INDUSTRY: industrial, interior, furniture designer

CRAFTS: ceramic, textile, jewellery artist

ILLUSTRATOR: fashion, medical, advertising, publishing

ARCHITECTURE: model maker, renderer, restorer

EDUCATION: instructor, art therapist, consultant

Students who study full-time or part-time and acquire either a Diploma in Studio Art or a Diploma in Academic Studies (including art courses) should find that educational opportunities exist in these and other fields.

Admission Requirements

Students interested in study with the Studio Art program should contact the Art Department at 604.984.4911 or write to: The Art Department, Capilano College, 2055 Purcell Way, North Vancouver, B.C. V7J 3H5

All students must meet the admission requirements for the College.

Both full- and part-time applicants are admitted on the basis of an interview and portfolio presentation. The candidate decides on the nature and scope of work presented, but should provide a representative picture of past and current artistic activities.

In addition to completed work and sketchbooks, research material and preliminary studies should be included wherever possible. Slides, photographs or any other supporting evidence may also form part of the portfolio. *It is not necessary for prospective students to mount work for the portfolio, since the quality of work is more important than the presentation.*

Students wishing to register in the open Drawing classes may do so, without going through the normal portfolio/interview process, during the normal registration period, space permitting.

Application Procedure

Applicants to the program must supply the following documentation to the Registrar's Office at Capilano College by the last week of March:

- Completed Capilano College Application for Admission
- Secondary and Post-Secondary Transcripts
- Certificate of English Language Assessment Test (ELAT) or Test of English as a Foreign Language (TOEFL), if applicable

All applicants will be mailed a questionnaire for completion by the last week in April. Please include your Studio Art questionnaire with your portfolio submission. *Students are advised to complete the English Diagnostic Test (EDT) or an LPI, since English is a six-credit component of the Studio Art Program.*

ALL applicants are required to submit their portfolios and attend an Information session at 7:00 p.m. on Monday, April 29th, 2002. Any outstanding paper-work must be completed for this session. Out of town applicants are strongly advised to attend, but may make alternative arrangements well in advance of the end of April. (Phone the Art Department at 604.984.4911). Late portfolio submissions will NOT be accepted.

Portfolios are reviewed by an admissions committee on the basis of creativity, technical skills, and content. Applicants whose portfolios meet the admission standards of the program will be contacted and interviewed in the first week of May. The Studio Art department will notify students when to pick up their portfolios.

Special Fees and Expenses

Although the Studio Art Department can supply some of the materials required for the courses, the student can expect a financial outlay for some basic supplies, as indicated in the course outlines.

University Transfer

Many Studio Art courses are university transferable to other B.C. institutions. Please check the B.C. Transfer Guide or the Capilano College Transfer Guide for more information.

Acceptance into Second Year Courses

Due to space limitations in the second year, completion of first-year courses does not guarantee acceptance into individual second-year courses. When more students require a course than space allows, acceptance in the course will be based on the grades received in the pre-requisite course.

All studio courses include slide/lectures, demonstrations, individual and group critiques, field trips and guest artist speakers.

English Requirement

Six credits of English are required for the Studio Art Diploma. Accepted students may complete those credits concurrent with program studies. Students who have those credits before entering the program will find their workload somewhat lighter and have more time for their art courses.

Outcome: Diploma in the Studio Art Program

Students who complete all of the major Program requirements but fail to take English will be granted a Diploma in General Studies.

FIRST TERM		Course Credits	Required Credits
Required Courses:			6.00
AHIS 104	Introduction to Visual Culture I	3.00	
SART 150	Drawing I	3.00	
Choose 'Required Credits' from the following list:			9.00
SART 163	Three-Dimensional Studies: Ceramic Art I	3.00	
SART 167	Three-Dimensional Studies: Sculpture I	3.00	
SART 171	Two-Dimensional Studies: Painting I	3.00	
SART 182	Two-Dimensional Studies: Printmaking I	3.00	
			15.00
SECOND TERM		Course Credits	Required Credits
Required Courses:			6.00
AHIS 105	Introduction to Visual Culture II	3.00	
SART 151	Drawing II	3.00	
Choose 'Required Credits' from the following list:			9.00
SART 165	Three-Dimensional Studies: Ceramic Art II	3.00	
SART 172	Two-Dimensional Studies: Painting II	3.00	
SART 174	Three-Dimensional Studies: Sculpture II	3.00	
SART 183	Two-Dimensional Studies: Printmaking II	3.00	
			15.00
THIRD TERM		Course Credits	Required Credits
Required Courses:			6.00
AHIS 210	History of Modern Art (19th Century)	3.00	
SART 262	Drawing III	3.00	
Choose 'Required Credits' from the following list:			9.00
SART 250	Two-Dimensional Studies: Painting III	3.00	
SART 257	Three-Dimensional Studies: Sculpture III	3.00	
SART 273	Three-Dimensional Studies: Ceramic Art III	3.00	
SART 282	Two-Dimensional Studies: Printmaking III	3.00	
			15.00
FOURTH TERM		Course Credits	Required Credits
Required Courses:			6.00
AHIS 211	History of Modern Art (20th Century)	3.00	
SART 263	Drawing IV	3.00	
Choose 'Required Credits' from the following list:			9.00
SART 255	Two-Dimensional Studies: Painting IV	3.00	
SART 265	Three-Dimensional Studies: Sculpture IV	3.00	
SART 274	Three-Dimensional Studies: Ceramic Art IV	3.00	
SART 283	Two-Dimensional Studies: Printmaking IV	3.00	
			15.00

ENGLISH REQUIREMENT		Course Credits	Required Credits
Required Courses:			6.00
ENGL 1##	English at the 100 level	3.00	
ENGL 1##	English at the 100 level	3.00	
			6.00
Total Program Credits			66.00

Advanced Courses

SART 300	Art Institute — Sculpture & Printmaking	12.0
SART 301	Art Institute II — Sculpture & Printmaking	12.0
SART 310	Advanced Ceramic Studies	3.0
SART 311	Advanced Ceramic Studies II	3.0

TEXTILE ARTS PROGRAM

The Textile Arts Program is a department within the Visual and Performing Arts Division. Other art programs in this Calendar include Studio Art, Illustration / Design: Elements and Applications (IDEA), and Commercial Animation.

Faculty

E. HANNAN, BFA (Manitoba)
 K. HOLLAND, Dip. (Johannesburg School of Art)
 A. MALLINSON, (Westdean College, Sussex, England)
 L. RICHMOND, Teach. Cert. (Trent Park, London, Eng.) M.Art Ed. (WWU)
 R. SCHEUING, BFA (Nova Scotia College of Art & Design)
 P. SINGER, BA (Sir George Williams), MFA (Concordia)
 M. TRINKWON, BA (SFU)
 Y. WAKABAYASHI, B.Ed., M.Ed. (UBC)

Contact

Ruth Scheuing, Coordinator
 Tel: 604.986.1911, ext. 2008
 E-mail: textiles@capcollege.bc.ca

General Information

The Textile Arts program offers a full-time, two-year program leading to a Diploma.

It also offers a one-year Advanced Textile Arts Certificate program.

Occasional part-time evening courses are also offered. For non-credit courses in Textile Arts, please contact Continuing Education at 604.984.4901.

The Program

Students learn about textile arts by exploring many different processes and by studying historical and contemporary works.

The core content of Weaving and Textile Surface Design is complemented by courses in Drawing, Design, Visual Literacy, Communications and Textile History. Courses in *Professional and Business Skills in Arts and Crafts* and *Precision Dyeing* provide students with information and hands-on experience that will facilitate entering a professional career. A critical and analytical approach to their own work will enable graduates to be proficient in a range of professional activities.

Gallery and studio visits, as well as guest lectures by visiting artists and other professionals working in textiles or related areas, augment regular teaching sessions. They show distinct approaches to an artist's work and also provide practical information on how careers are built.

Practicums with artists, crafts people, related businesses or organizations take place as part of the course in *Professional and Business Skills*. They provide a useful work experience for students in the Textile Arts program.

Career Opportunities

Past graduates are working professionally as artists, crafts people or designers in fashion or interior design. Some graduates have found employment in film or theatre productions or work for arts organizations or related businesses.

The Textile Arts program can also be a stepping stone toward further studies in degree granting programs. Previous students have transferred to institutions across Canada and the USA to pursue studies in Visual Arts, Design, Fashion, Textile Conservation and Aboriginal Arts. Options also exist to combine Textile Arts with studies in academic areas such as Anthropology and Art History.

Textile arts form an important aspect of the cultural life in any community and many ways exist to apply the skills learned and build a professional career.

Admission Requirements

Textile Arts Diploma Program

Completion of Grade 12 or equivalent or mature student status.

Prospective students are admitted on the basis of an interview. No previous experience in textile arts is required. Students should bring up to 20 pieces of work to the interview. Any combination of media are accepted, such as textiles, painting, photographs, ceramics, drawing, etc. Slides or photographs can be shown instead of actual works.

Students without previous art background, but with suitable academic experience will also be considered.

Advanced Textile Arts Certificate Program

A two year Diploma in Visual Arts or equivalent studies with courses in the following areas for a combined total of 24 credits: Painting, Photography, Printmaking, Sculpture, Ceramics, Weaving, Surface Design and Fashion Design.

In addition, six credits in each of the following areas are also required: Design, Drawing, Art History or Visual Literacy, English or Communications.

Students also need to show a portfolio and come for an interview to be admitted. No previous experience in textile arts is required.

Students who miss some prerequisites may be admitted into the advanced program on condition that they take the missing courses before graduating.

Application Procedures

Contact the Visual and Performing Arts Department to arrange an interview. Interviews are held in May and some additional interviews may be scheduled in August, space permitting. Evening interviews are available. Send the following documentation to the Registrar's Office, before April 30:

- Completed Capilano College Application for Admission
- Secondary and post-secondary transcripts
- Official copies of English Language Assessment (ELA) Test or Test of English as a Foreign Language (TOEFL), if applicable
- Questionnaires

Transfer Credits

Check the B.C. Transfer Guide for course transferability or contact the Visual and Performing Arts Department for more specific information. Many students have successfully transferred credits towards BFA degrees at Nova Scotia College of Art and Design, Alberta College of Art and other out-of-province schools.

Students should understand that advanced standing in any institution is usually based on an interview and a portfolio submission, as well as credits.

Special Fees and Expenses

Some materials needed for the courses are supplied and are covered by a supply fee. In addition, students should expect an outlay for midterm, final projects, basic supplies, and textbooks.

Outcome: Diploma in the Textile Arts Program

Courses taken during the Textile Arts Diploma Program cannot be used towards the Certificate in the Advanced Textile Arts Program.

FIRST TERM			<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:				12.00
AHIS 104	Introduction to Visual Culture I		3.00	
TXTL 158	Design I		3.00	
TXTL 160	Textile Surface Design I		3.00	
TXTL 168	Weaving I		3.00	
Choose 'Required Credits' from the following list:				3.00
CMNS 120	Effective Writing and Speech		3.00	
ENGL 1##	English at the 100 level		3.00	
				15.00
SECOND TERM			<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:				15.00
AHIS 105	Introduction to Visual Culture II		3.00	
TXTL 154	Drawing I		3.00	
TXTL 161	Textile Surface Design II		3.00	
TXTL 169	Weaving II		3.00	
TXTL 178	Design II		3.00	
				15.00
THIRD TERM			<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:				12.00
AHIS 231	History of Textile Art I		3.00	
TXTL 267	Weaving III		3.00	
TXTL 284	Textile Surface Design III		3.00	
TXTL 290	Precision Dyeing		3.00	
Choose 'Required Credits' from the following list:				3.00
CMNS 153	Communications and the Arts		3.00	
ENGL 1##	English at the 100 level		3.00	
				15.00
FOURTH TERM			<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:				15.00
AHIS 232	History of Textile Art II		3.00	
TXTL 230	Professional and Business Skills in Arts and Crafts		3.00	
TXTL 240	3-D Fibre and Mixed Media Constructions		3.00	
TXTL 268	Weaving IV		3.00	
TXTL 285	Textile Surface Design IV		3.00	
				15.00
Total Program Credits				60.00

Outcome: Certificate in the Advanced Textile Arts Program

Courses taken during the Textile Arts Diploma Program cannot be used towards the Certificate in the Advanced Textile Arts Program.

FIRST TERM		Course Credits	Required Credits
Required Courses:			15.00
AHIS 231	History of Textile Art I	3.00	
TXTL 290	Precision Dyeing	3.00	
TXTL 367	Weaving V	4.50	
TXTL 384	Textile Surface Design V	4.50	
			15.00
SECOND TERM		Course Credits	Required Credits
Required Courses:			12.00
AHIS 232	History of Textile Art II	3.00	
TXTL 368	Weaving VI	4.50	
TXTL 385	Textile Surface Design VI	4.50	
Choose 'Required Credits' from the following list:			3.00
TXTL 230	Professional and Business Skills in Arts and Crafts	3.00	
TXTL 340	3-D Fibre & Mixed Media Construction II	3.00	
			15.00
Total Program Credits			30.00

THEATRE PROGRAM

A. DIPLOMA IN THEATRE

B. THEATRE INSTITUTE

Faculty

S. ATKINS, BA, MFA (SFU)
G. BARBER
F. BLACK, BFA (SFU), BA (UVic)
K. BOTHEN
P. CONNELL, BA, MA, PhD (UBC)
P. GERENCHER
L. KAARIO, B.Mus. (UBC), M.Mus. (WWU)
D. MOORE, BFA (UVic), MA (WWU)
B. MURDOCH, BFA (UVic), MFA (UBC)
D. PRICE, BA (SFU), MFA (UBC)
D. WINSTANLEY

Contact

Tel: 604.984.4911
E-mail: theatre@capcollege.bc.ca

General Information

The Theatre Department offers a two-year Diploma program and a one-year Certificate program through the Theatre Institute. The Theatre Department also has openings in some of its courses for part-time study.

Mission and Goals

Thorough grounding in all aspects of Theatre training for students is the goal of the Theatre Department. The Department values academic and professional training with practical application in acting, technical, and management laboratory situations. Competence, adaptability, and leadership are the values the department instills in its emerging Theatre artists.

Facilities

Performance classes are held in the Arbutus Studio adjacent to the Capilano College Performing Arts Theatre, which houses the Department's season of plays. The theatre is complete with a rehearsal hall, changing rooms, technical workshops, a fly-tower, and a 376-seat house.

Students in Theatre enjoy exceptional access to these facilities, and assist in running the theatres in a hands-on, educational experience.

Productions

Each year, Capilano College Theatre produces a season of full length plays in the Performing Arts Theatre and in the Arbutus Studio. Auditions are open to Theatre Institute and Diploma program students, and, with special permission, the College community, alumni, and members of the community at large. These productions also offer students practical experience in technical theatre and design, as well as exposure to guest directors and designers. Non-program students may participate in productions by registering in a practicum course. **Students who wish to participate in productions should not register in non-Theatre courses which are scheduled Monday – Friday, 4:30 – 10:30 p.m. or Saturdays, 10:00 a.m – 6:00 p.m.**

A. DIPLOMA IN THEATRE

The Theatre Diploma program provides a two-year, comprehensive training in theatre, with experience in a full range of theatre specialties, in a pre-professional program. Students may choose to focus on either performance or technical courses. Performers may further customize their program by adding specialization courses in Musical Theatre and Acting for the Camera. Upon graduation, students will have successfully participated in acting and other studio courses, technical theatre, theatre history, criticism and dramaturgy, as well as performance. They will be able to transfer to a university or university college and pursue

a further, more specialized degree in theatre, or apply their theatre skills to further study in Arts or Education faculties. Graduates are also eligible to apply for a place in the *Theatre Institute*.

a) Part-time Non-diploma

Part-time students are encouraged to register in the courses and to participate in department productions. They will be included in the same classes as full-time program students. Seats available to part-time students are listed in the timetable. The goal is to foster literacy in the art of theatre.

b) Part-time Diploma Studies

Some seats are available for part-time study leading to the Theatre Diploma. The goal is to provide the same comprehensive training in theatre as for full-time students, but spread over a longer period of time.

University Transfer Credit

Please consult the B.C. Transfer Guide for the most recent transfer information. Students may have to audition for placement in other programs, and should consult with the specific institution regarding these requirements.

Admission and Registration Procedures

All students must meet the admission requirements for the College. Grade 12 Fine Arts grades will be considered for admission to the program. Prospective students should:

1. Apply for admission to Capilano College.
2. Contact the Visual and Performing Arts Office (604.984.4911) by the end of April for an information package which describes the application process. Late applicants will be considered if space permits.
3. Make an appointment with the Visual and Performing Arts Office for an audition or interview to be held in May.

Diploma students are pre-registered. **Non-program students may register during in-person registration in any Theatre Department course with seats available.**

Special Fees

A non-refundable deposit is required upon acceptance into the program.

Technical Theatre classes are assessed a lab fee of \$30 each.

Some courses are non-base funded. Consult the timetable. Fees for these courses are not refundable after the first day of classes.

Please Note: Fees are subject to change without notice.

Outcome: Diploma in the Theatre Program (Performance Stream)

FIRST TERM		Course Credits	Required Credits
Required Courses:			12.00
ENGL 100	Composition	3.00	
THTR 100	Acting I	3.00	
THTR 120	Elements of Theatre I	3.00	
THTR 150	Introduction to Production and Design I	3.00	
Choose 'Required Credits' from the following list:			3.00
THTR 190	Practicum I	1.00	
THTR 191	Practicum II	1.00	
THTR 192	Practicum III	1.00	
U.T. ###	Elective	3.00	
			15.00
SECOND TERM		Course Credits	Required Credits
Required Courses:			9.00
THTR 101	Acting II	3.00	
THTR 121	Elements of Theatre II	3.00	
THTR 151	Introduction to Production and Design II	3.00	
Choose 'Required Credits' from the following list:			3.00
THTR 193	Practicum IV	1.00	
THTR 194	Practicum V	1.00	
THTR 195	Practicum VI	1.00	
U.T. ###	Elective	3.00	
Choose 'Required Credits' from the following list:			3.00
ENGL 103	Studies in Contemporary Literature	3.00	
ENGL 104	Fiction	3.00	
ENGL 105	Poetry	3.00	
ENGL 106	Drama	3.00	
			15.00
THIRD AND FOURTH TERMS		Course Credits	Required Credits
Required Courses:			21.00
THTR 200	Acting III	3.00	
THTR 201	Acting IV	3.00	
THTR 205	Bodywork	3.00	
THTR 207	Vocal Communication I	3.00	
THTR 220	Conceptual Approaches to Theatre I	3.00	
THTR 221	Conceptual Approaches II	3.00	
THTR 260	Analysis for Directing and Design	3.00	
Choose 'Required Credits' from the following list:			3.00
THTR 250	Senior Production Responsibilities I	1.50	
THTR 251	Senior Production Responsibilities II	1.50	
THTR 252	Advanced Lighting and Sound I	1.50	
THTR 253	Advanced Lighting and Sound II	1.50	
Choose 6.00 credits of Academic Electives			6.00
			30.00
Total Program Credits			60.00

Outcome: Diploma in the Theatre Program (Technical/Design Stream)

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			12.00
ENGL 100	Composition	3.00	
THTR 120	Elements of Theatre I	3.00	
THTR 150	Introduction to Production and Design I	3.00	
THTR 190	Practicum I	1.00	
THTR 191	Practicum II	1.00	
THTR 192	Practicum III	1.00	
Choose 3.00 credits of Academic Electives			3.00
			15.00
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
THTR 121	Elements of Theatre II	3.00	
THTR 151	Introduction to Production and Design II	3.00	
THTR 157	Technical Theatre Practicum II*	3.00	
Choose 'Required Credits' from the following list:			3.00
THTR 193	Practicum IV	1.00	
THTR 194	Practicum V	1.00	
THTR 195	Practicum VI	1.00	
U.T. ###	Elective	3.00	
Choose 'Required Credits' from the following list:			3.00
ENGL 103	Studies in Contemporary Literature	3.00	
ENGL 104	Fiction	3.00	
ENGL 105	Poetry	3.00	
ENGL 106	Drama	3.00	
			15.00
THIRD AND FOURTH TERMS		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			24.00
THTR 220	Conceptual Approaches to Theatre I	3.00	
THTR 221	Conceptual Approaches II	3.00	
THTR 250	Senior Production Responsibilities I	1.50	
THTR 251	Senior Production Responsibilities II	1.50	
THTR 252	Advanced Lighting and Sound I	1.50	
THTR 253	Advanced Lighting and Sound II	1.50	
THTR 254	Practicum in Technical Theatre/Design I	4.50	
THTR 255	Technical Theatre/Design Lab II	4.50	
THTR 260	Analysis for Directing and Design	3.00	
Choose 6.00 credits of Academic Electives			6.00
			30.00
Total Program Credits			60.00

*Note: *Under development*

Practicum courses THTR 290, 291, 292, 293, 294 and 295 are available to Theatre Program students with permission of the program coordinator.

B. THEATRE INSTITUTE

Contact

Tel: 604.984.4911

E-mail: theatre@capcollege.bc.ca

General Information

The Theatre Institute is a one-year certificate program which is unique in the college system. It is designed for theatre students who have previous theatre training but desire the opportunity to practise their skills in production and performance; for students with training in related performance arts who want exposure to traditional theatre practice; or for students with experience but little formal training. The program can accommodate actors or directors as well as stage managers and production specialists.

The Theatre Institute is open to students who have graduated with a theatre diploma from Capilano College or an equivalent program at another institution, or students who have equivalent performance experience but no formal certification.

Students are given the opportunity to work on Theatre Department productions and in its facilities. Each year the department mounts productions in the 376-seat Capilano College Performing Arts Theatre and also in its well equipped, flexible studio theatre. Directors include experienced faculty, renowned guest artists, and directing students in the program. Each student will receive guidance through semi-private instruction or seminars, and practical experience in productions.

The Capilano College Theatre Department enjoys a working relationship with the Arts Club Theatre which auditions program students yearly and considers them for supporting roles in one of their season's plays or to assist one of their directors or stage managers. Students must apply separately for these placements which are subject to availability and approval by both the Theatre Department and the Arts Club Theatre.

Completion of the Theatre Institute program signifies an intensive year of performance, directing, or production experience. Outcomes will vary depending on the student's ability at entry but all students can expect an intensive exposure to the craft and the opportunity to develop personal skill.

Admission Requirements

Students are selected by auditions and/or interviews which are held in early May. Late applicants will be considered if space permits. Contact the Visual and Performing Arts Office (604.984.4911) to request an information package and to book an audition and/or interview.

**Outcome: Certificate in the Theatre Institute
Program - Acting Concentration**

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			12.00
THTR 372	Theatre Institute I-Acting	12.00	
			12.00
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			12.00
THTR 373	Theatre Institute II-Acting	12.00	
			12.00
Total Program Credits			24.00*

**Outcome: Certificate in the Theatre Institute
Program - Directing Concentration**

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			12.00
THTR 370	Theatre Institute I-Directing	12.00	
			12.0
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			12.00
THTR 371	Theatre Institute II-Directing	12.00	
			12.00
Total Program Credits			24.00*

**Outcome: Certificate in the Theatre Institute
Program - Production (Technical)
Concentration**

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			12.00
THTR 374	Theatre Institute I-Production	12.00	
			12.00
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			12.00
THTR 375	Theatre Institute II-Production	12.00	
			12.00
Total Program Credits			24.00*

** Students may have to take additional courses if there are educational deficiencies in the area of speciality.*

Fees

Fees for 2002/2003 are estimated at \$1,000 per term.
A non-refundable deposit is required upon acceptance.

Please Note: Fees are subject to change without notice.

TOURISM

**A. TOURISM MANAGEMENT CO-OP DIPLOMA
PROGRAM**

**B. TOURISM MANAGEMENT FOR INTERNATIONAL
STUDENTS PROGRAM**

**C. BACHELOR OF TOURISM MANAGEMENT
DEGREE**

**D. CERTIFICATE IN ADVANCED TOURISM STUDIES
PROGRAM**

E. BUSINESS CERTIFICATE IN TOURISM (SECHLT)

Faculty

- C. BOTTRILL, B.Soc.Sc. (Waikato), MA (Hons.),
(Canterbury, N.Z.)
- P. BRAND, BA, MA (Alberta)
- D. CATROUN, BA (Concordia), CHS, CFM, CFBE,
DMATP
- R. DAVIES
- G. FANE, B.Sc. (City U.), MBA (UBC), CMA
- G. GJERDALEN, BA (SFU), ACMCP (Capilano),
MRM (SFU)
- S. HALSALL, BA (SFU), MBA (McGill)
- W. INGLIS, BA (UBC), Dip. Marketing (U of M)
- C. KILIAN, BA (Col.), MA (SFU)
- R. McBLANE, B.Ed., M.Ed. (Alberta)
- L. MORAN, Hospitality Diploma (Ryerson)
- D. O'LEARY, BA Ed. (Memorial), Dip. Adult Ed.
(Alberta), M.Ed. (UBC)
- J. PENDYGRASSE, B.Sc. (N. Dakota), Teacher's Cert.
(Manitoba), Tour. Mgmt. Cert. (Capilano)
- H. PLUME, CMA, Dip. Accelerated Computer
Systems Management (Capilano)
- J. ROUSE, B.Sc. (Mt. A.), Tour. Mgmt. Cert.,
(Capilano College), M.Sc. (U. of Surrey, U.K.),
Coordinator
- L. SAVAGE, BA (McGill), Dip.Ed., M.Ed. (Alberta)
- T. TOWILL, CMA, MBA (Asia Pacific Institute)
- C. WATTS, DMATP, BA (SDSU), Dip. Tourism
Management (Capilano)
- B. WHITE, BA (Hons.), MA (SFU), PhD (SFU),
Coordinator

Support Staff

Sharon Miletic, Program Assistant

Contact

Tel: 604.984.4960

Fax: 604.984.1761

E-mail: tourism@capcollege.bc.ca

A. TOURISM MANAGEMENT CO-OP DIPLOMA PROGRAM

Capilano College's accelerated Tourism Management Co-op program is on the leading edge of tourism education. Our mission is to train students in the management skills necessary for the successful operation of travel generators, including resorts, adventure tourism, attractions, conferences, and special events. Marketing, research and entrepreneurial skills in tourism business are also emphasized.

Intensive technical skills courses, contact with the industry, and a four and a half month supervised co-op work term encourages a professional attitude to the industry. The program's pragmatic business approach combined with creative teaching promises a rewarding educational investment for students.

Capilano College Tourism Management offers top quality faculty, a beautiful campus, and an exciting learning environment.

If you are actively considering a career in tourism and think you have what it takes to be successful as a professional in the field, give us a call.

Outcome: Diploma in the Tourism Management Co-op Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			19.50
CMNS 154	Communications in Outdoor Recreation and Tourism	3.00	
TOUR 100	Tourism Co-op Preparation	1.50	
TOUR 111	Tourism Introduction: Theory and Practice	3.00	
TOUR 112	Tourism Marketing	3.00	
TOUR 113	Human Resource Management in Tourism	3.00	
TOUR 120	Adventure and Eco-Tourism	3.00	
TOUR 149	Computer Applications in Tourism	3.00	
			19.50

SECOND TERM		Course Credits	Required Credits
Required Courses:			10.50
TOUR 130	Tourism Co-op Work Term	10.50	
			10.50

THIRD TERM		Course Credits	Required Credits
Required Courses:			18.00
TOUR 116	Financial Planning in Tourism I	3.00	
TOUR 118	Special Events - Tourism Generators	3.00	
TOUR 123	Tourism Advertising	3.00	
TOUR 131	Tourism Product Development	3.00	
TOUR 227	Heritage, Cultural and Arts Planning for Tourism	3.00	
TOUR 249	Advanced Computer Applications in Tourism	3.00	
			18.00

FOURTH TERM

Required Courses:

		Course Credits	Required Credits
TOUR 114	Organizational Behaviour in Tourism	3.00	
TOUR 125	Financial Planning in Tourism II	3.00	
TOUR 143	Business Law in Tourism	3.00	
TOUR 232	International Tourism Policy and Planning	3.00	
TOUR 233	Cross Cultural Tourism	3.00	

			15.00
Total Program Credits			63.00

B. TOURISM MANAGEMENT FOR INTERNATIONAL STUDENTS PROGRAM

Our mission is to challenge and inspire future leaders of the tourism community by building leading edge professional skills and values.

The tourism industry has become a business of major significance to Canada as well as many other countries' economic development, and in some cases it is the prime contributor to national revenue.

The Tourism Management for International Students diploma program educates students in the management skills necessary for the successful operation of travel generators, including resorts, attractions, entertainment, conferences and special events. The highlights of this two-year, full-time diploma program include strategic marketing, tourism and technology, and revenue management. Upon successful completion of the diploma program, participants can opt to transfer into the third year of the Tourism Management degree program at Capilano College.

The diploma program offers:

- Small class sizes (22 students)
- High quality, intensive, full-time instruction
- Experienced instructors in tourism
- An eight-week work experience in Canada
- Access to the Bachelor of Tourism Management degree program
- Blended classes with Canadian and international tourism students
- English as a Second Language (ESL) support, if needed

Outcome: Diploma in the Tourism Management for International Students Program

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			12.00
CMNS 154	Communications in Outdoor Recreation and Tourism	3.00	
TOUR 111	Tourism Introduction: Theory and Practice	3.00	
TOUR 118	Special Events - Tourism Generators	3.00	
TOUR 149	Computer Applications in Tourism	3.00	
			12.00
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			15.00
TOUR 112	Tourism Marketing	3.00	
TOUR 113	Human Resource Management in Tourism	3.00	
TOUR 145	Tourism Work Practicum Preparation	3.00	
TOUR 201	Tourism and Technology	3.00	
TOUR 218	Event Management II	3.00	
			15.00
THIRD TERM - (MAY - JUNE)		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			3.00
TOUR 249	Advanced Computer Applications in Tourism	3.00	
			3.00
THIRD TERM - (JULY - AUGUST)		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			6.00
TOUR 150	Tourism Practicum	6.00	
			6.00
FOURTH TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			12.00
TOUR 114	Organizational Behaviour in Tourism	3.00	
TOUR 116	Financial Planning in Tourism I	3.00	
TOUR 131	Tourism Product Development	3.00	
TOUR 227	Heritage, Cultural and Arts Planning for Tourism	3.00	
			12.00
FIFTH TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			12.00
TOUR 125	Financial Planning in Tourism II	3.00	
TOUR 200	Revenue Management for Tourism	3.00	
TOUR 202	Strategic Marketing Management - Case Study Approach	3.00	
TOUR 233	Cross Cultural Tourism	3.00	
			12.00
Total Program Credits			60.00

C. BACHELOR OF TOURISM MANAGEMENT DEGREE

A Bachelor of Tourism Management degree is offered through the British Columbia Open University in collaboration with Capilano College. The intent of the degree is to provide the most up-to-date knowledge, innovations, technologies, and management techniques for administrators and entrepreneurs in the tourism industry. The degree requirements include core business and tourism foundation courses, general education requirements, specified and elective courses at the upper level, and a number of defined elective credits. The academic credentials earned in the Tourism Management Co-op Diploma and the Outdoor Recreation Management Diploma satisfy most core business and tourism foundation courses, and elective requirements.

Upper level course requirements include the courses listed under the advanced certificate in tourism studies curriculum plus TOUR 440, the graduating seminar.

Capilano College offers all the necessary courses to earn a British Columbia Open University Bachelor of Tourism Management Degree.

For a detailed brochure about the degree and a B.C. Open University application form, please contact Capilano College at 604.984.4960 or fax 604.984.1761.

Admission Requirements for the Diploma

In order to be considered, applicants should have sound reading and writing skills, and ideally some tourism industry work experience. Previous post-secondary education is a definite asset. Call the Tourism Department in August or September for dates of the information meetings and follow-up interviews.

Interview Procedure

Please bring the following documentation to your interview:

- At least two letters of reference
- High school or post-secondary education transcripts
- A résumé of past experiences

**Outcome: Bachelor of Tourism Management
Degree (British Columbia Open
University)**

GENERAL EDUCATION REQUIRED COURSES

Required Courses: **6.00**

ENGL 100	Composition	3.00
GEOG ###	Geography	3.00

Choose 'Required Credits' from the following list: **3.00**

ECON 100	Introduction to Economics	3.00
ECON 111	Principles of Microeconomic Theory	3.00

Choose 'Required Credits' from the following list: **3.00**

BIOL 105	Environmental Biology	3.00
GEOG 112	Introduction to Earth Environments	3.00
GEOG 114	Weather and Climate	3.00
GEOL 110	Physical Geology	3.00
PHYS 104	Principles of Physics	3.00

Choose 'Required Credits' from the following list: **3.00**

ENGL 103	Studies in Contemporary Literature	3.00
ENGL 104	Fiction	3.00
ENGL 105	Poetry	3.00
ENGL 106	Drama	3.00

Choose 'Required Credits' from the following list: **3.00**

BADM 210	Business Statistics	3.00
MATH 101	Introduction to Statistics	3.00

Choose 3.00 credits of Academic Electives **3.00**

21.00

UPPER LEVEL REQUIRED COURSES

Required Courses: **24.00**

CMNS 354	Advanced Communication Skills for Tourism Management	3.00
TOUR 421	Organizational Leadership in Tourism	3.00
TOUR 422	People Management-Human Relations in Tourism	3.00
TOUR 423	Tourism Planning and Policy	3.00
TOUR 424	Entrepreneurship in Tourism	3.00
TOUR 425	Financial Management for Tourism	3.00
TOUR 426	Cultural and Community Issues	3.00
TOUR 440	Graduating Seminar	3.00

Choose 'Required Credits' from the following list: **3.00**

TOUR 427	Marketing Research for Tourism	3.00
TOUR 428	International Tourism Marketing	3.00

27.00

**UPPER-LEVEL TOURISM OR HOSPITALITY
SPECIALTY COURSE**

Course Credits *Required Credits*

Required Courses:

12.00

TOUR 441	Advanced Tourism Product Development	3.00
TOUR 442	Environmental Stewardship for Tourism	3.00
TOUR 443	Cultural Tourism Management	3.00
TOUR 444	International Ecotourism	3.00

12.00

Total Program Credits

60.00

**D. CERTIFICATE IN ADVANCED TOURISM STUDIES
PROGRAM**

The Tourism Professional Development Program

A high proportion of tourism industry managers lack the time and/or prerequisites to successfully complete the requirements for the Bachelor of Tourism Management degree. Ongoing professional development is critical to maintain the international competitiveness of British Columbia as a tourism destination. The Tourism Professional Development Program provides an accessible professional development opportunity for full-time industry managers by offering courses on weekday evenings, and on weekends at the North Vancouver campus.

**Outcome: Certificate in the Advanced Tourism
Studies Program**

NOTE: You may substitute one specialty course for one core course

CORE COURSES

Course Credits *Required Credits*

Choose 'Required Credits' from the following list: **18.00**

CMNS 354	Advanced Communication Skills for Tourism Management	3.00
TOUR 421	Organizational Leadership in Tourism	3.00
TOUR 422	People Management-Human Relations in Tourism	3.00
TOUR 423	Tourism Planning and Policy	3.00
TOUR 424	Entrepreneurship in Tourism	3.00
TOUR 425	Financial Management for Tourism	3.00
TOUR 426	Cultural and Community Issues	3.00
TOUR 427	Marketing Research for Tourism	3.00
TOUR 428	International Tourism Marketing	3.00

18.00

SPECIALTY COURSES

		<i>Course Credits</i>	<i>Required Credits</i>
			0.00
TOUR 441	Advanced Tourism Product Development	3.00	
TOUR 442	Environmental Stewardship for Tourism	3.00	
TOUR 443	Cultural Tourism Management	3.00	
TOUR 444	International Ecotourism	3.00	
			0.00
Total Program Credits			18.00

E. BUSINESS CERTIFICATE IN TOURISM (SECHLT)

The Business Certificate in Tourism provides students with the foundations skills for entry in management work in the tourism and business sectors. Courses are offered on a part-time basis to allow students to continue working while they undertake their studies. Designed to meet the needs of community members living on the Sunshine Coast or in the Howe Sound Corridor, the Business Certificate in Tourism draws courses from the Tourism Management and Business Administration departments. This allows students to pursue further studies in either Tourism or Business depending on their own interests.

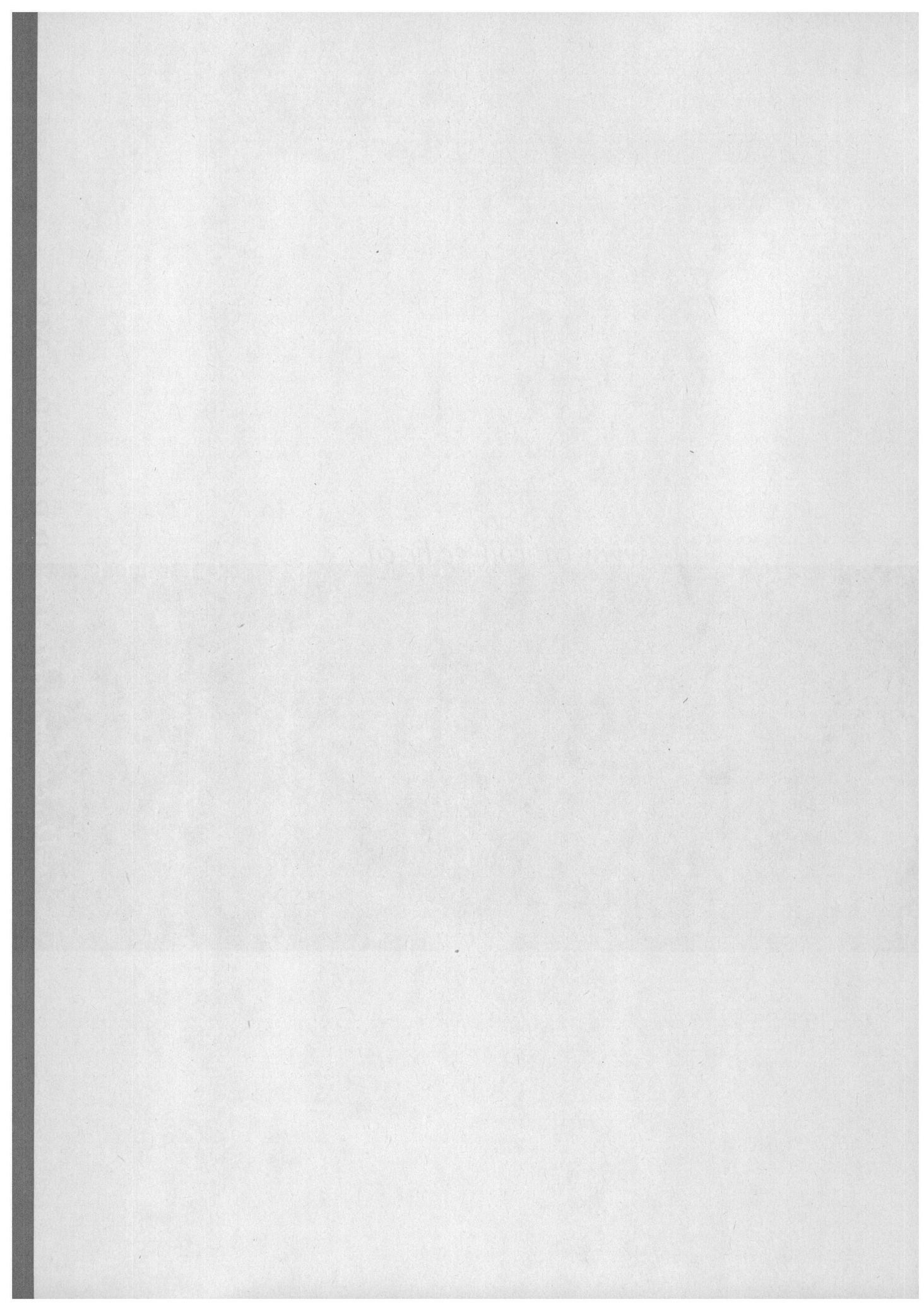
Outcome: Certificate in the Business in Tourism Program**REQUIRED COURSES**

		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			3.00
TOUR 111	Tourism Introduction: Theory and Practice	3.00	
Choose 'Required Credits' from the following list:			3.00
BMKT 161	Marketing	3.00	
TOUR 112	Tourism Marketing	3.00	
Choose 'Required Credits' from the following list:			3.00
BCPT 121	Business Computing I	3.00	
TOUR 149	Computer Applications in Tourism	3.00	
Choose 'Required Credits' from the following list:			6.00
BADM 101	Management	3.00	
BADM 268	Entrepreneurship/Small Business Management	3.00	
TOUR 113	Human Resource Management in Tourism	3.00	
TOUR 118	Special Events - Tourism Generators	3.00	
TOUR 120	Adventure and Eco-Tourism	3.00	
TOUR 123	Tourism Advertising	3.00	
TOUR 131	Tourism Product Development	3.00	
TOUR 143	Business Law in Tourism	3.00	
TOUR 227	Heritage, Cultural and Arts Planning for Tourism	3.00	
Choose 'Required Credits' from the following list:			3.00
BFIN 141	Accounting	3.00	
TOUR 116	Financial Planning in Tourism I	3.00	
			18.00
Total Program Credits			18.00

www.capcollege.bc.ca

CAPILANO COLLEGE

Post-graduate PROGRAMS



Post-Graduate Programs

ART INSTITUTE

The Art Institute, specializing in sculpture and printmaking, is a one-year, post-graduate certificate program unique in the college system. Comparable to artist-in-residence programs, the Institute offers advanced studies to artists with several years experience in sculpture or printmaking, or to recent college, university or art school graduates.

Members of the Institute have access to well-equipped studios and specialized equipment, plus auxiliary facilities such as a darkroom and media centre. Supplies and materials are available at cost.

Lectures, seminars and tutorials feature guest artists and faculty who are professionals in their fields. With the permission of the instructor members may also pursue individual research beyond the one-year certificate.

A major component of the Institute experience is the interchange among the participants, which may include critiques, encouragement of work in progress, or exposure to new materials. Along with providing the artist with studio space, the Institute offers the expertise of special speakers and workshop experiences. The atmosphere is stimulating and supportive of the individual's aesthetic development.

Contact

Tel: 604.984.4911

E-mail: arts@capcollege.bc.ca

Admission Requirements

Completion of art school diploma or BFA studies are required to enter this program. Exceptional applicants with equivalent work experience may be accepted at the discretion of the instructors. Note that it is not absolutely necessary to be specifically proficient in the chosen area of study. Parallel experience would be considered, i.e. painting to printmaking.

Enquiries and applications are accepted at any time throughout the year, although the normal registration periods are May and December for the first and second terms, respectively. Phone 604.984.4911 by the end of April for an interview in early May.

Submissions

1. Résumé — to include pertinent travel and other life experiences.
2. Portfolio — original works where possible; however, slides, photographs or other printed material will be acceptable. Where appropriate, and with the coordinator's permission, the portfolio requirement may be waived.
3. Proposal — an outline of the anticipated directions of work. This should be as specific as possible.

Submissions should be addressed to:

The Art department, Capilano College
2055 Purcell Way, North Vancouver, B.C. V7J 3H5
Tel: 604.984.4911

Fees

The 2000/2001 tuition fees for the Art Institute were \$678 per term. There are two terms per year. Other ancillary fees will also apply (e.g. application fee, term registration fee, student union fee, etc.) Please check the Fees section of the College Calendar.

Although the normal shop supplies are provided, students can anticipate charges for materials directly involved with the production of work.

Please Note: Fees are subject to change without notice.

Outcome: Certificate in the Art Institute Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			12.00
SART 300	Art Institute-Sculpture and Printmaking	12.00	
			12.00
SECOND TERM		Course Credits	Required Credits
Required Courses:			12.00
SART 301	Art Institute II - Sculpture and Printmaking	12.00	
			12.00
Total Program Credits			24.00

ASIA PACIFIC MANAGEMENT COOPERATIVE PROGRAM

Faculty

Nigel AMON, BA (Kent), MA (SFU), **Economics**
Tong CHOW, BA (Beijing Foreign Studies U), MA (SFU), **Chinese Language**
Tuyet COLLACOTT, BA (U. of Ottawa), **Vietnamese**
Charles GREENBERG, BA, M.A. (Manitoba), PhD (UBC), **Development Issues**
Tineke HELLOWIG, BA, MA, PhD Indonesian Literature (Leiden U.), **Indonesian Language**
Francis KIEM, BBA, PhD Ed. (Jakarta), **Indonesian Language**
Mitra KIAMANESH, M.Eng. Arch (National University of Iran), MAS Arch (UBC), **Project Management/Business Development**
Eryn K. KRIEGER, BA (Bishops), MA (U of Waterloo), **Research Program Developer**
Leslie LIGGET, **Canadian Co-op Convenor**, BA, MA (UVic)
Mary LINDSAY, **Int'l Co-op Convenor**, BA, MA (UBC)
Scott MacLEOD, BA, MA, PhD (UBC), **Economic Geography**
Lloyd MICHAELS, B.Sc., B.Ed., M.Ed. (U of A), **Personal Presentations**
Terry MILLS, CITT, BGS, M.Ed. (SFU), **Trade Logistics**
Kazuko MITO, BA, MA (UBC), **Japanese Language**
Roberta NEAULT, B.Ed. (UBC), MA, PhD (SFU), **Career Counsellor**
Tom PETERSEN, BA (AU, Washington, DC), MBA (Monterey Inst. of Int'l Studies), **Business Convenor [On leave]**
Jim PLACZEK, BA (Windsor), MA (UBC), PhD (UBC), **Thai Language**
Pontip PLACZEK, BA (Thammasat), **Thai Language**
Charles PRIESTER, FCBA B.Comm., MA (UBC), **International Finance**
Esther RAUSENBERG, BA Communications (SFU), **Diploma (APMCP), Alumni/Program Outreach**
Yayoi SHINBO, Associate Arts (Obirin Tanki Daigaku), **Japanese Language**
Cam SYLVESTER, BA (Gonzaga), MA (Notre Dame), **Public Policy Analysis, Program Coordinator**
Anne WATSON, BA (U. of Calgary), MBA (APIU, New Zealand), **Marketing**
Joan YANG, BA (Central University for Nationalities), MA (Oregon State U), **Chinese Language**
Karen YIP, BA (UBC), LLB (UBC), **Legal Systems**

Contact

Cam Sylvester
Tel: 604.990.7809
Fax: 604.984.4992
E-mail: csylvest@capcollege.bc.ca

General Information

This post-baccalaureate diploma program trains both Canadians and Asians to successfully pursue a career in international management in the Asia Pacific region. Recognized in Canada and Asia for its uniqueness, innovation and excellence, the APMCP begins with nine months of academic studies in North Vancouver followed by a 12-month work term placement in Asia.

The APMCP's goal is to develop a network of professionals from Canada and Asia, working as managers in the private, public, and not-for-profit sectors who have the knowledge, skills, and attitudes to succeed in a global environment.

The Program

9 Months at Capilano College:

Every year the program accepts a maximum of 32 students who are interested in careers as international managers in the Asia Pacific Region. This cohort follows an integrated program of study from August to May.

All students take required courses in three areas: Regional Context, International Management, and International Career Management. In addition, each student chooses one Asian language (Japanese, Mandarin, bahasa Indonesia, Vietnamese or Thai.) Students also have the opportunity to select from a series of management tools workshops throughout the year and electives in the spring semester. They also produce a major project during their nine months of study as a means to tailor the program curriculum to their individual career goals.

12 Month Co-op Learning:

After nine months of study, eligible students are required to complete a 12-month co-op work term. Securing this work term placement is the responsibility of the student, and is one outcome of successfully completing the APMC 503, International Career Management course, as well as a prerequisite for the APMC 505, Co-op Work Term course. The purpose of this experience is two-fold: to gain further managerial skills on the job and to actualize lessons learned during the nine months of classroom study. Students participate in online courses and attend a midterm conference in Asia as part of this learning process. The co-op year—and thus the program—culminates with a major work term report submitted to faculty within three months of completing the work term assignment.

The work term therefore serves as “the laboratory” for a series of courses completed in the second year both online and at the midterm conference. Successful graduates of the program have used this co-op year both to learn first-hand how to be an international manager, and to advance their career in the region upon completion of the program.

While the responsibility for the co-op placement is that of the student, every year the program contacts alumni, previous employers, friends of the program, and potential new employers in Asia. These connections regularly lead to a number of co-op opportunities for the students. All co-op opportunities secured in this manner are open to all members of the class. Still, it is up to the students to successfully turn these opportunities into work term placements.

Asian students in the program can receive permission from the Canadian government to work in Canada for their co-op year if their job strategies successfully lead to work term placements in Canada; however, most Asian students who have graduated from the APMCP have found co-op placements in an Asian country other than their home country, and it remains the program's goal to have them secure work term placements in Asia alongside their Canadian classmates.

Since the inauguration of the program in 1987, more than 95% of all APMCP students have secured co-op placements — testament to the motivation and skills of those selected for the program, as well as the strength of the APMCP network, and the reputation of the program in Asia.

Career targets of the current class include areas such as finance, marketing, trade, tourism, communications, human resources, development, journalism, urban land development, government and non-government organizations.

Inquiries for application/information packages should be directed to the Asia Pacific Management Cooperative program office, telephone: 604.984.4981, fax: 604.984.4992.

Admission Requirements

Applications for the program are invited from:

- a) Those who have completed an undergraduate degree.
- OR
- b) Those who are currently employed and who are eligible for company sponsorship into the program. Sponsorship may come from a wide range of business and development organizations which have the common factor of wanting their employees trained for international work.
- Admission maximum is 32 students per year.
 - Students are selected on the basis of their academic record, relevant work and Asian experience, a written submission and an interview.
 - Successful applicants will have strong written, mathematical and interpersonal communication skills.
 - Applicants who demonstrate proficiency in language acquisition and who have solid business experience will have preference.
 - Applications for Admission, together with official transcripts for all post-secondary education, must be submitted to the Registrar's Office.

Outcome: Diploma in the Asia Pacific Management Cooperative Post Baccalaureate Program

FIRST TERM

		Course Credits	Required Credits
Required Courses:			19.50
APMC 503	International Career Management	3.00	
APMC 518	International Finance I	2.25	
APMC 519	Introduction to International Business and Trade	1.50	
APMC 520	Economic Geography I	2.25	
APMC 525	International Management I	2.25	
APMC 534	International Management II	1.50	
APMC 540	Asia Pacific Perspectives I	5.25	
APMC 550	Cross Cultural Communication	1.50	
APMC 560	Workshops	0.00	
Choose 'Required Credits' from the following list:			3.00
CHIN 110	Basic Chinese I	3.00	
INDO 110	Basic Indonesian I	3.00	
JAPN 110	Basic Japanese I	3.00	
JAPN 280	Introduction to Japanese V	3.00	
THAI 100	Beginning Thai I	3.00	
			22.50

SECOND TERM

		Course Credits	Required Credits
Required Courses:			11.50
APMC 503	International Career Management	Continued	
APMC 515	Directed Studies	0.25	
APMC 524	Business Development Projects	1.50	
APMC 525	International Management I	Continued	
APMC 531	International Finance II	2.25	
APMC 532	Economic Geography II	2.25	
APMC 533	International Business and Trade	1.50	
APMC 534	International Management II	Continued	
APMC 541	Asia Pacific Perspectives II	3.75	
APMC 560	Workshops	Continued	
Choose 'Required Credits' from the following list:			3.00
CHIN 111	Basic Chinese II	3.00	
INDO 111	Basic Indonesian II	3.00	
JAPN 111	Basic Japanese II	3.00	
JAPN 281	Introduction to Japanese VI	3.00	
THAI 101	Beginning Thai II	3.00	
			14.50

CO-OP

		Course Credits	Required Credits
Required Courses:			9.00
APMC 505	Co-op Work Term	9.00	
			9.00
Total Program Credits			46.00

ENVIRONMENTAL SCIENCE PROGRAM

ENVIRONMENTAL SCIENCE POST- BACCALAUREATE DIPLOMA

Inquiries for admission and further information should be directed to the Environmental Science program, Pure and Applied Sciences Division, 604.983.7562.

Faculty

B. ANTCLIFFE, B.Sc. (Dalhousie), MRM (SFU), R.P.Bio
G. BROWN, DEC, B.Sc. (Hons.) (McGill), M.Sc. (Alberta), M.Sc. (Illinois), PhD (SFU)
F.S. CROFTON, BGS, MA, PhD (SFU)
A. DUFFY, BA (Hons.) (Guelph), MCS (Calgary)
D.M. DUFFY, B.Sc. (Toronto), M.Sc. (UBC)
J.G. FALL, B.Sc. (UVic), MRM (SFU)
S. GROVES, AB (Radcliffe), PhD (UBC), (On leave)
P. HOULIHAN, BA (SFU), LLB (UBC)
B. LOCKHART, B.Sc. (Hons.) (U. of Manitoba), M.Sc. (Alberta), LLB (UBC), LLM (Merit) (U. London), (On leave)
L. H. NIKL, B.Sc., M.Sc. (SFU), RP Bio.
G. SEAGEL, B.Sc. (U. London), M.Sc. (U. Alberta),
Coordinator of Environmental Science
D. F. SHERATON, B.A.Sc., PhD (UBC), P. Eng.
A. WHITEHEAD, B.Sc. (UVic.), M.Sc. (UBC), RP Bio.
S. WILKINS, BA, M.Sc. (McMaster)

Laboratory Supervisors and Technicians

J. BRUNO, B.Sc. (Hons.) (SFU), Reg. Med. Tech.,
Dipl. Env. Sci. (Capilano)
J. E. CANNING, B.Sc., Professional Teaching Certificate (UBC), Laboratory Supervisor
K. WILLIAMS, M.Sc. (Humboldt University)

Contact

Kerry Murtagh
Tel: 604.983.7562
E-mail: envsc@capcollege.bc.ca

General Information

The Diploma program in Environmental Science is intended for students who have already completed a degree in science and who wish to acquire the knowledge and practical skills necessary for dealing with environmental issues and projects in the workplace.

This is a full-year program designed to prepare students to accept positions of responsibility in environmental problem solving through a combination of academic studies and field assignments. Areas of emphasis include applied ecology, toxicology, project management, environmental assessment, law,

and ethics. Completion of an in-depth assignment involving work placement or directed studies is also required.

Admission Requirements

Applicants must have a bachelor's, M.Sc. or PhD degree in science or engineering.

Applicants should be aware that they will need to use knowledge gained in the following undergraduate courses or in an equivalent manner:

First-year Biology
First-year Chemistry
Basic Statistics
First-year Calculus

Please refer to the Course Descriptions section of the calendar or the college Web site for information on the above courses.

Applicants should be comfortable working on computers for word processing, spreadsheet use, graphics, Internet searching and file/folder management in a Windows environment. Though not required, students will find their own computer an asset in completing the program's workload.

If applicants lack a background in any of the above areas, they should be prepared to upgrade, preferably before entering the program. At the very least, they should be confident in their ability to upgrade their knowledge during the program.

Volunteer or paid work related to environmental issues is also an asset. Successful applicants will have strong written and interpersonal communication skills and will be selected on the basis of academic record, relevant experience and a personal interview. The maximum enrolment is 26 full-time students per year. Some opportunities for part-time studies also exist as space permits.

Field Work: Applicants should be aware that the program requires field work involving work from boats and hiking in steep, mountainous terrain, in warm, cold and often wet weather. It is expected that all students will be physically able and prepared to work under such conditions.

Applicants who have concerns or questions concerning any of the above should contact the coordinator of the Environmental Science program before registration.

How to Apply

To apply for the program, students must submit two application forms: (1) a general College admission form available through the Registrar's Office (see *Admission* section in this calendar), and (2) Environmental Science program application form, available through the Environmental Science office.

These applications, together with the official transcripts and other pertinent documents, should be received by the Registrar's Office by March 31.

Outcome: Diploma in the Environmental Science Post Baccalaureate Program

Please Note: Courses are under review.

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			19.50
ENSC 500	Applied Ecology	4.50	
ENSC 502	Applied Environmental Ethics	3.00	
ENSC 503	Environmental Law	3.00	
ENSC 504	Environmental Planning and Project Management	3.00	
ENSC 507	Computer Applications in Environmental Science	3.00	
ENSC 508	Seminar: Select Topics in Environmental Science I	3.00	
			19.50
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			13.50
ENSC 501	Environmental Toxicology and Waste Management	4.50	
ENSC 504	Environmental Planning and Project Management	Continued	
ENSC 505	Environmental Impact Assessment	3.00	
ENSC 506	Ecosystem Sustainability	3.00	
ENSC 507	Computer Applications in Environmental Science	Continued	
ENSC 509	Seminar: Selected Topics in Environmental Science II	3.00	
			13.50
THIRD TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			9.00
ENSC 510	Field Studies	4.50	
ENSC 511	Environmental Science Practicum	4.50	
			9.00
Total Program Credits			42.00

LATIN AMERICAN MANAGEMENT PROGRAM (LAMP)

Faculty

Paz BUTTEDAHL, BA, M.Sc., PhD (Florida State University), *Canadian Perspectives, Country Reviews*
 Paul CUBBON, BA (Oxford), MBA (SFU), *Int'l Marketing, Int'l Business Development and Entrepreneurship, Int'l Business Strategy, E-Commerce*
 Alan DONALD, B.Eng. (U. Andes), MBA (Berkeley), *Int'l Trade, Int'l Career Management*
 Gretchen FERGUSON, BA (Concordia), MA (UBC), *News and Current Events, Non-Profit Management*
 Jared FINESMITH, BA (CUNY), *Technology in Management*
 Alessandra FONTANA, *Portuguese for Managers*
 Rita ISOLA, BA, MA (SFU), *Latin American Regional Perspectives*
 Mitra KIAMANESH, M.Eng. Arch., M.A.S. Arch. (UBC), CIS (UBC), *Negotiating Across Cultures, Int'l Project Management, Int'l Business Development*
 Isabel MAYO, BA (ITAM, Mexico), MA (SFU), *Spanish Conversation*
 Charles PRIESTER, FCBA, B.Comm., MA (UBC), *International Finance*
 Cristina SANTAELLA, BA (Columbia), MA (UMASS), PhD (SFU), *Spanish for Managers*
 Maria-Luisa SINCLAIR, (ESAN, Peru), *Human Resource Management*
 Karen YIP, BA, LLB (UBC), *Latin American Legal Systems*

Contact

Tel: 604.990.7881
 Fax: 604.984.4992
 E-mail: lamp@capcollege.bc.ca
 Web site: www.capcollege.bc.ca/lamp

General Information

The Latin American Management Program (LAMP) is a post-graduate management diploma program. It is designed to train professionals in the relevant management tools, regional context knowledge, and communication skills to enable them to perform effectively in any country in the Americas. LAMP seeks to train leaders who are capable of considering both the business and the socio-economic development issues from a management perspective, and have the required skills and competencies to be successful.

The Program

LAMP consists of a nine-month academic period on our North Vancouver campus, followed by a one-year paid work placement in the Americas.

Students take core courses such as Latin American Perspectives, International Finance, Human Resource Management, Marketing, International Business Development Plans, and Canadian Perspectives. In addition, students choose to study either Spanish or Portuguese. The full-time, intensive coursework includes a combination of lectures, seminars, workshops, guest speakers, and case studies.

The second phase is a one-year, paid co-op placement. Jobs are sought in private sector, government or non-profit organizations throughout the region. During this year, students are registered in a parallel academic course equal to 9 credits in which they participate in online learning activities and attend a seven-day conference in Latin America.

Inquiries for application/information packages should be directed to the Latin American Management program office, telephone: 604.990.7881, fax: 604.984.4992, e-mail: lamp@capcollege.bc.ca

Admission Requirements

The program requires:

- A university bachelor degree
- An intermediate level of Spanish is preferred
- English TOEFL level of 560 paper-based score or 220 computer-based score for English as a Second Language applicants

Candidates are selected on the basis of their academic record, relevant work and international experience, a written submission, and an interview. The maximum number of students admitted per year is 32.

Successful applicants will demonstrate strong interpersonal and written communication skills, plus commitment to the Latin American region.

Individuals who are currently employed and who are eligible for company sponsorship into the program are also invited to apply. Sponsorship would come from business, government or non-profit organizations that want their employees trained for international work.

Outcome: Diploma in the Latin American Management Program

FIRST TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			17.00
LAMP 500	Latin American Perspectives I	6.00	
LAMP 501	International Finance	3.00	
LAMP 506	Canadian Perspectives	1.50	
LAMP 507	International Marketing I	1.50	
LAMP 508	International Business Strategy	1.50	
LAMP 509	International Career Management I	1.50	
LAMP 525	International Project Management	1.50	
LAMP 550	Workshops	0.50	
Choose 'Required Credits' from the following list:			3.00
PORT 510	Intermediate Portuguese for Managers I	3.00	
SPAN 510	Intermediate Spanish for Managers I	3.00	
SPAN 520	Advanced Spanish for Managers I	3.00	
			20.00
SECOND TERM		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			16.25
LAMP 521	Entrepreneurship and e-Commerce	1.50	
LAMP 522	International Management Tools II (Negotiating Across Cultures)	1.50	
LAMP 523	Latin American Legal Systems	1.50	
LAMP 524	International Human Resource Management	1.50	
LAMP 526	International Trade Principles and Logistics	1.50	
LAMP 528	International Business Development and Entrepreneurship	1.50	
LAMP 529	International Career Management II	1.50	
LAMP 530	News and Current Events in the Americas	1.50	
LAMP 531	Strategic Analysis Country Reviews	1.50	
LAMP 532	Latin American Regional Perspectives II	1.50	
LAMP 534	Managerial Accounting	0.75	
LAMP 551	Workshops	0.50	
Choose 'Required Credits' from the following list:			3.00
PORT 511	Intermediate Portuguese for Managers II	3.00	
SPAN 511	Intermediate Spanish for Managers II	3.00	
SPAN 521	Advanced Spanish for Managers II	3.00	
Choose 'Required Credits' from the following list:			0.75
LAMP 533	Managing International Non-Profits	0.75	
			20.00
CO-OP		<i>Course Credits</i>	<i>Required Credits</i>
Required Courses:			9.00
LAMP 560	Co-op Work Placement	6.00	
LAMP 570	Co-op Studies	3.00	
			9.00
Total Program Credits			49.00

WRITING PRACTICES

Contact

Tel: 604.984.4957

E-mail: humanities@capcollege.bc.ca

General Information

The Writing Practices program will not be offered in the 2002-2003 academic year

Writing Practices is a unique one year, post-baccalaureate certificate program offered by the Capilano Review Writing Institute, within the College system. The program offers advanced studies to writers with several years experience in writing or recent college or university graduates.

Participants in the program have access to some of the following: group discussions, tutorials, seminars, lectures, and readings given by Capilano College faculty, invited faculty, and a Writer-in-Residence, all of whom are professionals in their field. A major benefit of the program experience is the freedom to pursue a self-directed writing project with access to a variety of writers with special expertise in contemporary and current writing practices.

A major component of the program experience is the interchange among the participants, which may include critiques, encouragement of work in progress, exposure to new concepts and methods, and collaborative writing. Along with providing the writer a context of challenge, stimulation and support, the program offers access to a community of committed writers.

Admission Requirements

To enter this program students should have a Bachelor of Arts or Bachelor of Fine Arts degree. Exceptional students with equivalent writing experience may be accepted at the discretion of the program faculty.

Application Procedures

Application for places in the Writing Practices program must be submitted before each Fall and Spring term. Applicants will be accepted on the basis of their prior education (BA, BFA, or equivalent), record of writing achievement (publications), portfolio submission, and statement of intent (project proposal). First time applicants will be given priority over participants who have previously completed TCRI 300 and 301 with the Institute.

Submission Requirements

- CV, biography or equivalent: A summary of education, publications, awards, scholarships, travel, etc.
- Portfolio: A twenty page selection of previously published or unpublished work in any genre.

- Project Proposal: A written statement of intent, specifying areas of independent study and an anticipated time frame for their completion.

Submissions are assessed by an adjudication panel of faculty. Applications for the fall term must be submitted by April 30, and those for the spring term by September 30. Contact the Humanities Division at 604.984.4957. Applications should be addressed to:

The Convenor
The Capilano Review Writing Institute
Humanities Division
2055 Purcell Way
North Vancouver
BC V7J 3H5

Fees

The 2001-2002 tuition fees were \$1000 per term. There are two terms per year. Some ancillary fees will also apply.

Please Note: Fees are subject to change without notice.

Outcome: Certificate in the Post Baccalaureate Writing Practices Program

FIRST TERM		Course Credits	Required Credits
Required Courses:			15.00
TCRI 300	Writing Practices I	15.00	
			15.00
SECOND TERM		Course Credits	Required Credits
Required Courses:			15.00
TCRI 301	Writing Practices II	15.00	
			15.00
Total Program Credits			30.00

www.capcollege.bc.ca

CAPILANO COLLEGE

Continuing EDUCATION

Continuing Education Division

Program Consultants

- S. BELL, Dip. Tourism and Travel (Lasalle Career College), Dip. Creative Arts (Marianopolis), General Programs, Eldercollege, Contract Services, Squamish Campus
N. BOHNA, MMus., Community Music School
T. BYRNES, MA (UVic), Coordinator, Continuing Education
P. FORST, B.Rec.Ed. (UBC), General Programs, Eldercollege, Contract Services, Sechelt Campus
J. GREATBACH, BA, Coordinator, Labour Studies Department
L. JEST, M.Ed. (SFU), Director of Continuing Education
K. LIND, BA (Mus) (UBC), Eldercollege
L. MORAN, DMATP, Career Development, Hospitality
B. MORRIS, MA (UBC), Professional Film Studies
R. STEC, BA, MA (UVic), Arts, Communications, Health, Languages, International
T. THOMPSON, Business, Business Communications, Computers, Occupational Certification
M. DE JONG WESTMAN, M.Sc. (UBC), Natural History, Educational Tours

Support Staff

Marianne Ketchen, Administrative Assistant
Barbara Ottley, Assistant to the Director
Shari Bergman, Barb Cooper, Cacilda Tang, Continuing Education Assistants
John Dowler, Labour Studies department, Divisional Assistant
Sheila Johnson, Receptionist
Lauren Mulholland, Publicist

Contact

604.984.4901, fax: 604.983.7545 (Lower Mainland)
604.892.5322, fax: 604.892.9274 (Howe Sound)
604.885.9310, fax: 604.885.9350 (Sunshine Coast)
E-mail: ceweb@capcollege.bc.ca

Continuing Education Division

The College offers a variety of continuing education courses and programs at all three campuses: North Vancouver, Sechelt and Squamish. There are no prerequisites for admission to non-credit courses but occasionally a certain level of proficiency is recommended.

The majority of continuing education offerings are an outgrowth of the College's academic and career/vocational programs whose faculties contribute to the high level of instructional competence of the programs. Courses and programs are drawn from the areas of arts, music, professional film studies, social

sciences, natural sciences, career development, business, computer training, personal development, media, and modern languages. Educational study/travel tours are also available through Continuing Education.

Continuing Education courses are not listed in the College Calendar — they are advertised in seasonal calendars distributed throughout the North Shore, Sunshine Coast and Howe Sound Corridor. The full Continuing Education program is on the Web at www.capcollege.bc.ca/continuinged.

Community Music School

The Capilano College Community Music School offers group instruction for students of voice, theory, and a wide variety of instruments. Group music instruction for children includes: Robert Pace Group Piano, Strings for Children and Kodaly/Orff classes. Adult instruction on instruments includes piano, violin, guitar and others. The Community Music School also offers Capilano College Festival Chorus, Cecilia Ensemble Women's Choir, and vocal instruction classes. Classes are held on campus and in other community locations.

Children's programs are advertised in the local media each May, and both children's and adults' courses are listed in the Continuing Education calendar published three times a year.

E-mail: cms@capcollege.bc.ca

Eldercollege

Eldercollege is a year-round educational community open to men and women who are 55 and older on the North Shore, the Sunshine Coast and the Howe Sound Corridor.

Eldercollege provides learning opportunities for older adults who wish to enrich their lifestyle through self-directed education and contribute to the social and cultural development of the community. Eldercollege participants design and offer quality educational activities to stimulate interest in learning and to provide a forum for sharing ideas and knowledge with others.

Members can lead study groups, serve on the Eldercollege board and its committees, and be study group participants. Activities are both planned and operated by members to maintain a high quality offering at a minimum cost.

E-mail: eldercollege@capcollege.bc.ca

Certified Financial Planner™ Program



Developed by the Canadian Institute of Financial Planning (CIFP) specifically for individuals who wish to become qualified professional financial planners, the CFP program covers the full spectrum of financial products, services and strategies. It is offered at Capilano College on the institute's behalf, with the approval of The Financial Planners Standards Council of Canada. After completing the program, students with two years' work experience can write the professional proficiency examination in order to receive the CFP certification mark.

Professional Film Studies

Continuing Education offers a variety of evening and weekend courses in Professional Film Studies.

Developed specifically to meet the industry's training needs, courses focus on three areas identified through consultation with unions, professional organizations and College faculty:

- Introductory workshops that offer students the most current and reliable information about the film industry;
- Courses in production management, production crafts, directing, cinematography, grip, screenwriting, acting and other areas of interest;
- A series of professional development workshops for people working in the industry.

Courses at Capilano College emphasize a hands-on approach to the skills needed to succeed in the technical and creative areas of film, television, video and commercial production. Working professionals from the industry teach all courses and workshops.

E-mail: film@capcollege.bc.ca

Labour Studies Program

Each fall and spring the Labour Studies department offers non-credit courses to support and enhance the work of the labour movement and B.C. workers. Courses are scheduled in the evening and on selected Fridays, Saturdays and Sundays. Brochures describing the courses to be offered are issued twice a year. Brochures are available by contacting the Continuing Education department at 604.984.4901. See the Career section of the calendar for information on Labour Studies credit courses.

Educational Travel: Natural History, Arts and Languages

Continuing Education offers a wide variety of travel and study opportunities ranging from island-hopping in the Galapagos to Summer Workshops in France at Paul and Babette Deggan's Centre Estival des Arts.

Natural History tours vary from year to year, but include field days to local sites of interest such as Burns Bog or Indian Arm or a rafting trip down the Cheakamus and Squamish rivers to view the annual congregation of bald eagles.

The Special Lectures in Science series is a very popular community lecture series offered each term.

E-mail: edtravel@capcollege.bc.ca

Partnerships

Continuing Education works in partnership with other faculties, colleges and community organizations to jointly develop and deliver high-quality training and career development opportunities for the community.

Organizations and societies are encouraged to co-sponsor their educational activities with Capilano College. The College can provide facilities, program design and administrative services and welcomes the opportunity to foster public understanding on social, business, artistic and technological issues.

Contract Services

Various employment training and other programs funded through the provincial and federal government may also be developed and administered through this division. In recent years, these included programs in Hospitality/ESL, English Language Culture, Career Development Facilitator, Small Business Entrepreneurship and Career Transitions.

Continuing Education also provides training to businesses, unions, organizations and associations. Custom-designed sessions include computer training, business solutions workshops, occupational certification, career transition services and workplace ESL.

E-mail: partner@capcollege.bc.ca

Provincial Rafting Exams

All commercial river rafting guides are required to be certified and licensed by the Registrar of Commercial River Rafting, Ministry of Water, Land and Air Protection, prior to conducting rafting trips on rivers located in British Columbia. Certification and licensing are obtained by passing both a written and practical certification examination offered by Continuing Education on behalf of the Ministry at various locations throughout British Columbia.

E-mail: rafting@capcollege.bc.ca

English Language Study

International programs provide training for Canadians and international students. International students may enrol in programs that offer short-term ESL and Canadian culture homestay, or ESL combined with career skills training in professional areas such as business administration, computers, tourism and others.

E-mail: intlconted@capcollege.bc.ca

Continuing Education Policies

Fees

Full course fees must be paid at the time of registration. Students are admitted to classes only after full fees have been paid. Fees are not transferable from one term to another. Please make cheques and money orders payable to Capilano College (one- or two-day courses require certified cheques). There is a \$25 charge for NSF cheques. Tax receipts will be issued at year-end for course fees totalling more than \$100.

Please Note: No discounts on travel tours, field trip activities, Community Music School, Eldercollege computer courses or co-sponsored programs and courses.

Refunds

Fees paid for courses or workshops cancelled by the College will be refunded in full. Applications for withdrawal and refund will only be accepted prior to the second session of a course, except in the case of workshops of short duration (up to three consecutive days) for which withdrawal applications must be received at least 24 hours before the workshop begins.

Tuition fees paid by cheque/cash will be refunded by cheque to the registered student. Refund of tuition fees paid by credit card will show as a credit to the account of the credit card holder. All refunds are subject to a \$20 processing fee plus any non-refundable charges such as those for texts, course materials, etc. Fees under \$20 are non-refundable.

Any departure from the above policy will be stated in the course/workshop description. To apply for withdrawal and refund, call 604.984.4901. Under no circumstances will refunds be given after the end of a course or workshop.

Seniors

People aged 60 and over are eligible for a 10% discount on fees for most courses. Some co-sponsored and certain other courses are excluded from this policy such as travel tours, field trip activities and Eldercollege computer courses.

Limit of Responsibility

The College accepts no responsibility for the cancellation or discontinuation of any course or program or class of instruction that may be necessary as a result of an act of God, fire, labour problems, lack of funds, or other similar causes. The College reserves the right to substitute instructors, and the right to cancel classes due to low enrolment. Fees may change due to errors or omissions and/or course changes.

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CAPILANO COLLEGE

International EDUCATION

International Education

"In order for students to be prepared to work in a multi-cultural environment, it is essential to have knowledge of other cultures and to have human relation skills within those cultures. This preparation will provide students with a more complex knowledge of the world and help them to see, understand and envisage cause and effect relationships in a world where boundaries are disappearing and all aspects of human civilization are interrelated and interconnected. Because the College and the society in which it operates are multicultural and multinational, Capilano College will continue and expand its activities in international education."

(Article 16 from DRAFT of Capilano College's Mission and Values and Strategic Directions document currently under development and review)

International education prepares students to work in a multi-cultural and multi-national environment. A more sophisticated college graduate will be needed to understand and live successfully within a more complex world. To this end, the goals for international education may be grouped under the following major headings:

- acquiring basic skills in an additional language or languages
- developing Canadian and global perspectives
- developing intercultural competence
- demonstrating coping and resiliency skills
- adapting business English and business etiquette to the needs of international partners and clients

International Linkages

Formal linkages and International Exchange Agreements have been developed with a number of colleges and universities worldwide including:

- Beijing Capital University of Economics (China)
- Kushiro Public University (Japan)
- Aichi Gakusen College (Japan)
- Ho Chi Minh Open University (Vietnam)
- Hanoi Open University (Vietnam)
- Rajamangala Institute of Technology (Thailand)
- Hariri Canadian Academy of Science and Technology (Lebanon)
- Institut des Hautes Études Économiques et Commerciales Reconnu par L'État (INSEEC).
- Arcada Polytechnic (Finland)
- Groupe Sup de Co Amiens Picardie (France)

Cooperation with these institutions facilitates student and faculty exchanges, permits collaboration on international development projects in other countries and enables the delivery of Capilano College courses and training in a variety of locales.

Consulting and Human Resource Development

With the funding support of the Canadian International Development Agency (CIDA) and other international financial institutions and working in cooperation with NGO's such as the Association of Canadian Community Colleges (ACCC) and the Canadian Bureau for International Education (CBIE), Capilano College has experience working with, and in, Vietnam, Thailand, China, Indonesia, India, Lebanon and South America.

The college also provides custom designed training packages, corporate training and consulting in locations worldwide.

Consulting and contract services offered include:

- Technology Transfer
- Needs Assessment
- Institutional Strengthening
- Program and Curriculum Development
- Instructional Design
- Custom-designed training programs

Any inquiries should be directed to the International Office:

International Office
Capilano College
2055 Purcell Way
North Vancouver, British Columbia
V7J 3H5

Telephone: 604.990.7895

Fax: 604.984.1758

E-mail: international@capcollege.bc.ca

International Programs

Dalian, China

Capilano College, through its institute in China, Capilano Canadian Institute of Higher Education (CCIHE), offers a Business Administration program at Dalian Nationalities University in China.

Students who successfully complete two years of full-time study will receive a diploma in International Business from Capilano College and CCIHE and a certificate from Dalian Nationalities University.

Graduates of the two-year diploma program who want to continue their studies have the opportunity for advanced study toward a Business Administration University degree in Canada.

Business students studying at Capilano College in North Vancouver can choose to take a selection of their fourth term courses at the College's Dalian, China, location with Capilano College instructors.

Lebanon

Early in 1998 Capilano College entered into a contract with the Canadian Bureau of International Education (CBIE, Ottawa) and the Hariri Foundation (HF) of Beirut, Lebanon under the auspices of the Canadian International Development Agency (CIDA) to develop and operate a new educational institution in Lebanon.

Following some sixteen months of planning and development by all partners the Hariri Canadian University College of Technology (HCUCT) was opened on September 15th, 1999, at an attractively renovated campus located 15 miles south of Beirut overlooking the Mediterranean.

HCUCT is operating with a combination of carefully selected Capilano College and Lebanese (HCUCT) faculty who have trained together in order to deliver the three-year Co-op Business Diploma curriculum that mirrors that of Capilano College but is enhanced with Lebanese content. Students will graduate with specialties in General Management, Accounting and Finance, Computing and Marketing, all with a co-op education designation. They will then enter the workforce with a practical business education or continue their studies towards a BBA degree in Lebanon or at Capilano College in co-operation with the British Columbia Open University or others.

In the future there should also be opportunities for Capilano College students to study some of their Business courses in Lebanon at HCUCT. A continuing involvement with HCUCT will lead to a further enhancement of our commitment to International Education at Capilano College.

International Tourism Program

The Diploma in Tourism Management for International Students program is a full-time, accelerated 16-month program, which combines English as a Second Language instruction with Tourism and related courses, and is open to international students. For more information please contact the Tourism Management Department at 604.984.4960 or by e-mail at tourism@capcollege.bc.ca.

Short-Term ESL and Canadian Culture Homestay Programs

These programs can be customized to meet the needs of any organization or group. Please contact the International Education department at international@capcollege.bc.ca or by telephone at 604.990.7895 for information and pricing.

Study Abroad Programs

Capilano College's International Office offers an opportunity for students to earn college credit while studying at one of our international campuses or at a partner institution in Asia, Europe or Latin America. For more information on exchanges, academic study tours, and short and long term study abroad options please check our website at www.capcollege.bc.ca/studyabroad or phone Susan Watson at 604.990.7895.

Study Tours

Capilano College, through the Continuing Education, department offers study tours in Natural History and Arts and Language in locations throughout Europe, Central and South America. Enquiries can be directed to the Continuing Education Department at 604.984.4901.

China Summer School

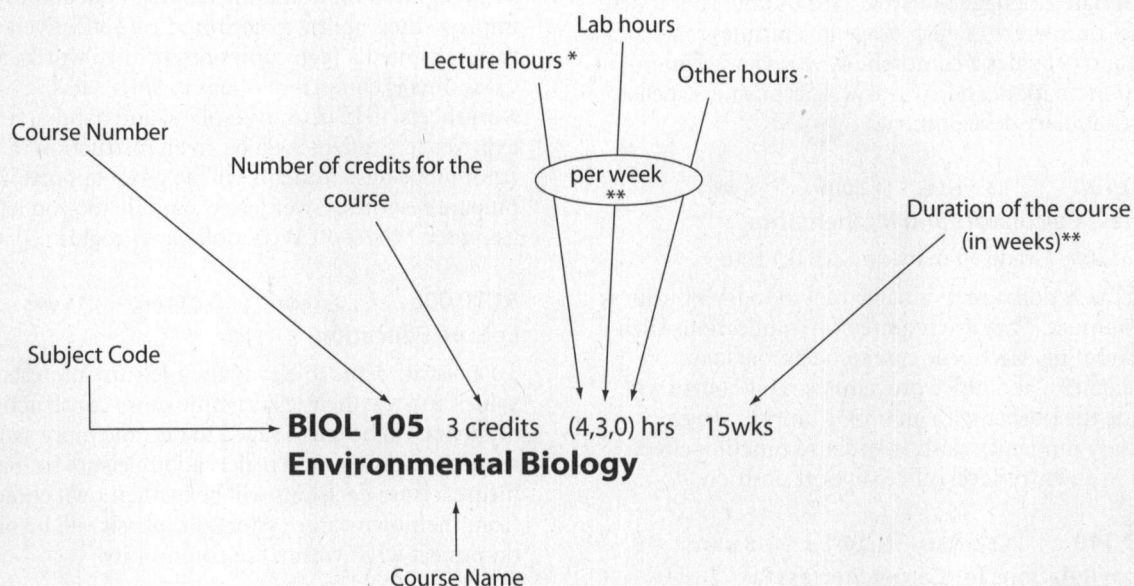
For the past seven years, Capilano College has offered a three and six-week intensive Chinese Mandarin program in Beijing, China. Enquiries can be directed to the Language Department at 604.986.1911 (ext. 2423).

www.capcollege.bc.ca

CAPILANO COLLEGE

Course DESCRIPTIONS

Course Descriptions



* In some courses the department may convert the fourth lecture hour to another scheduled instructional activity. Where this occurs, students will be advised by the course instructor and in the course outline given out at the beginning of the term.

** Please check the Timetable for weekly course hours and course duration (in weeks) for condensed courses/terms.

The nominal length of a term is 15 weeks. Please see the Academic Schedule at the front of this calendar for the first and last days of classes and for the dates of the examination period.

ABTO 100 0 credits (5,0,0) hrs 2 wks

Online Learner Success

This course prepares the learner to be successful in the online environment. Through instruction, tutorials, small group experiences, and ongoing self-assessment the learner will be provided with an opportunity to adopt methods which will enhance his/her success in the online environment.

ABTO 101 1.5 credits (4,3,0) hrs 8 wks

Introduction to Computers and the Internet

Prerequisite: ABTO 100.

This course has been designed to give the learner a basic introduction to the Internet, computers and an operating system. Students will learn essential terms and concepts; how to work competently in a Windows environment; and effective file and disk management for Windows and the Web browser.

ABTO 110 1.5 credits (4,0,0) hrs 8 wks

Keyboarding

Prerequisite: ABTO 100.

This introductory course is designed to give the learner the ability to keyboard accurately and proficiently using the touch method, proofread quickly and accurately, and key at a speed of 25 net words per minutes.

ABTO 111 1.5 credits (4,2.5,0) hrs 8 wks

Word Processing Level I

Prerequisite: ABTO 100 and ABTO 110.

This course is designed to teach the student the basic functions of a word processing program required in the preparation of correctly formatted business documents such as letters and memoranda. Although Microsoft Word 2000 is used to complete this course, many of the skills obtained are generic and transferable to other word processing software programs.

ABTO 120 3 credits (4,2,0) hrs 15 wks

Business English

Prerequisite: ABTO 100 and ABTO 110.

Employers continually report that job applicants with appropriate language skills are hard to find. This course focuses on correct English usage in a business environment and provides a comprehensive review of grammar, punctuation, and style as well as business spelling and vocabulary development.

ABTO 130 1.5 credits (4,2,0) hrs 8 wks

Business Calculators and Mathematics

Prerequisite: Grade 10 math and ABTO 100.

Good math skills are a valuable tool in today's business environment. They are required for applications such as accounting, electronic spreadsheets, database management, and office procedures. This course will provide the learner with an opportunity to develop necessary numeracy skills in order to function effectively in an entry-level office support position.

ABTO 140 1.5 credits (4,0,0) hrs 8 wks

Human Relations for Career Success

Prerequisite: ABTO 100.

This course concentrates on personal and professional development skills needed by workers in today's workplace. Self-examination and assessment, teamwork, client relations, effective communication, interpersonal and problem-solving skills, together with an understanding of business ethics, are included in this course.

ACTP 001 3 credits (5,0,0) hrs 15 wks

Job Search and Maintenance Techniques

The focus of this course is to encourage students' needs to develop and use job search techniques and appropriate employment behaviours. Students will also be encouraged to practice self-advocacy in terms of their employment needs. An emphasis will be placed on developing interview skills with confidence.

ACTP 002 3 credits (5,0,0) hrs 15 wks

Occupational Preparation and Safety in the Workplace

The focus of this course is to provide students with practical experience in a work situation including preparation prior to placement and follow-up concluding the practicum. Emphasis will be placed on making students aware of and knowledgeable about WHMIS, WCB rules, and occupational health and safety.

ACTP 005 3 credits (5,0,0) hrs 15 wks

Visual and Print Communication Skills

The focus of this course is to extend students' awareness, knowledge and understanding of communication skills required for obtaining employment and to improve their ability to communicate effectively using a variety of media (e.g. computer, printed words, signs). Class time is comprised of discussions, talks, worksheets, field trips, role-plays, and hands-on experience. Students will be given instruction in computer skills. Students will be given opportunities to prepare résumés, cover letters, and thank-you letters using the Microsoft Word software program.

ACTP 006 3 credits (5,0,0) hrs 15 wks

Leisure Education

To assist students to clarify their leisure interests and values and use their leisure time more constructively. Students will be encouraged to become more aware of their own feelings and beliefs about leisure so that future leisure decisions will be by their own choice and from their own value system. Emphasis will be placed on project work within the community.

ACTP 007 3 credits (5,0,0) hrs 15 wks

Consumer Preparation

This course provides students with strategies and opportunities to practice and improve a range of consumer related skills. Field trips are incorporated in the program.

ACTP 008 3 credits (5,0,0) hrs 15 wks

Interpersonal Communications

This course provides students with an opportunity to discuss and develop the skills involved with effectively communicating in a diverse range of interpersonal roles and relationships (friend, neighbour, consumer, citizen).

ACTP 009 6 credits (25,0,0) hrs 15 wks

Work Experience

To give the student a practical experience in a work situation including preparation prior to placement and follow-up concluding the practicum.

ACTS 100 2 credits (4,0,0) hrs 12 wks

Working with the Director

This course will explore the actor/director relationship which exists during the film making process. Particular attention is paid to the production of feature films, dramatic productions, movies of the week, and filmed series.

ACTS 101 2 credits (4,0,0) hrs 12 wks

The Working Actor

This course is designed to prepare the student to face the technical, personal and professional challenges of developing a successful career in the competitive world of acting in film and television.

ACTS 102 2 credits (4,0,0) hrs 12 wks

History of Acting in Film

This course explores the historical development of both the mutable nature of film content and the evolution of film acting techniques.

ACTS 103 6 credits (4,0,8) hrs 12 wks

Working with the Director (Advanced)

Prerequisite: ACTS 100.

This course continues the exploration of the actor/director relationship.

ACTS 104 6 credits (4,0,8) hrs 12 wks

The Working Actor (Advanced)

Prerequisite: ACTS 101.

A continuation of the study of what it takes to be successful in the real world of acting in film.

AEM. 340 4.5 credits (0,0,25) hrs 7 wks

Internal Practicum in Arts and Entertainment Management I

Prerequisite: Interview.

This is a seven-week practicum in which students rotate through various positions in the Capilano College Performing Arts Theatre.

AEM. 341 4.5 credits (0,0,25) hrs 7 wks

Internal Practicum in Arts and Entertainment Management II

Prerequisite: Interview.

A continuation of AEM. 340.

AEM. 342 6 credits (0,0,30) hrs 7 wks

Management Seminar and External Practicum I

Prerequisite: Interview.

This is a seven-week placement with a professional arts or entertainment organization in which the students can apply the knowledge and skills they learned in the classroom. A seminar is held at the end of the practicums in which the students meet and share what they learned from their placement.

AEM. 343 6 credits (0,0,30) hrs 7 wks

Management Seminar and External Practicum II

Prerequisite: Interview.

A continuation of AEM. 342.

AEM. 344 1.5 credits (10,0,0) hrs 3 wks

Computer Applications in Arts & Entertainment Administration

Prerequisite: Interview.

This course teaches applications for computers in Arts and Entertainment Management. Students gain an understanding of basic word processing and database/spreadsheet programs.

AEM. 345 1.5 credits (10,0,0) hrs 3 wks

Public Relations, Marketing and Promotion

Prerequisite: Interview.

In this course students examine how the image presented by an arts or entertainment organization to the public affects its revenue potential. They learn how to shape that image and how to target and market to their potential audience.

AEM. 346 1.5 credits (10,0,0) hrs 3 wks

Organizational Structures in Arts & Entertainment Management

Prerequisite: Interview.

This course provides students with an understanding of the organizational structures of an arts and entertainment organization. It examines the role of boards of directors, volunteers, and paid personnel, and teaches the skills necessary to build successful relationships between these sectors.

AEM. 347 1.5 credits (10,0,0) hrs 3 wks

Financial Management in Arts and Entertainment

Prerequisite: Interview.

This course is designed to teach fundamental accounting procedures such as the preparation of a general ledger, balance sheet, and income statement. Financial planning, budgeting, cash management, and payroll will also be covered.

AEM. 348 1.5 credits (10,0,0) hrs 3 wks

Arts Advocacy, Grantsmanship and Fundraising

Prerequisite: Interview.

This course teaches the skills necessary to become an effective advocate for the arts. The students learn how to successfully complete grant applications and how to plan and execute a successful fundraising campaign.

AEM. 349 1.5 credits (10,0,0) hrs 3 wks

Company and Tour Management

Prerequisite: Interview.

The purpose of this course is to provide students with an understanding of industry fundamentals and how tours are planned and executed.

AFMP 100 3 credits (4,0,0) hrs 15 wks

Accounting I

This course introduces students to all aspects of the accounting cycle, including the preparation of financial statements, accounts payable and receivable, and payroll accounting in a First Nations context.

AFMP 110 3 credits (4,0,0) hrs 15 wks

Accounting II

Prerequisite: AFMP 100.

This course focuses on more specialized aspects of accounting useful in a First Nations context, including the preparation of accounts covering investments, assets management, and the preparation of a cash flow statement.

AFMP 120 1.5 credits (0,0,15) hrs 2 wks

Computing I - Spreadsheets

To introduce business information systems by providing the student with hands on experience using computers to manage financial data and strategic information in a First Nations setting.

AFMP 121 1.5 credits (0,0,15) hrs 2 wks

Computing I - Databases

Prerequisite: AFMP 120.

Continuation of Computing I - Spreadsheets.

AFMP 130 3 credits (4,0,0) hrs 15 wks

Communication and Leadership Skills

To introduce students to techniques that can positively influence individual and team performance in the workplace, with particular emphasis on aboriginal and communications issues facing First Nations managers.

AFMP 140 3 credits (8,0,0) hrs 8 wks

Aboriginal and Commercial Law

This course focuses on the effect of the Indian Act on First Nations business; on taxation issues, self-government and resource management and the interplay between aboriginal and non-aboriginal business.

AFMP 150 3 credits (4,0,0) hrs 15 wks

Strategic Management

To enable aboriginal financial managers to deal with the financial and social elements of business to enhance new and existing aboriginal business so that the strategic aims of First Nations are realized.

AFTP 100 1.5 credits (30,0,0) hrs 1 wk

Aboriginal Media

An overview of the history and development of aboriginal media in Canada, with particular emphasis on the present and future role of television and film in the promotion of aboriginal cultures and worldview.

AFTP 102 1.5 credits (32,0,0) hrs 1 wk

Aboriginal Production-Role of the Producer

A practical analysis of the producer's role in aboriginal television and film production.

AFTP 103 1.5 credits (32,0,0) hrs 1 wk

Aboriginal Production-Planning and Management

An introduction to planning and managing a production for television and film.

AFTP 104 8 credits (30,0,0) hrs 5 wks

Aboriginal Production

An introduction to the creative and practical elements of production - cameras, lenses, lighting and sound.

AFTP 105 8 credits (30,0,0) hrs 5 wks

Aboriginal Post Production

An introduction to the creative and practical elements of post-production - editing, sound mixing, effects, graphics.

AFTP 106 6 credits (30,0,0) hrs 4 wks

Aboriginal Production Practicum

Prerequisite: AFTP 100-108

A four-week internship, with students securing placement in a production organization or company, with supervised mentoring and regular contact with the practicum supervisor

AFTP 107 3 credits (30,0,0) hrs 2 wks

Aboriginal Storytelling and Scriptwriting for Drama

An introduction to storytelling and dramatic scriptwriting for television and film.

AFTP 108 1.5 credits (30,0,0) hrs 1 wk

Aboriginal Storytelling and the Documentary

Introduction to factual storytelling and writing for documentary television and film.

AHIS 100 3 credits (4,0,0) hrs 15 wks

The History of Art I

This course studies the history of art beginning with the pyramids of Egypt and concluding with the Gothic Cathedrals and Italian fresco paintings of the High Middle Ages in Europe. An understanding and appreciation of art are the aims of the course, and through lectures and class discussions, students will develop an eye for seeing and appropriate terms to describe the works shown. Our involvement with the art of the past clearly reveals how changing styles in architecture, painting, and sculpture are influenced by the historical context and the political, social, and religious thought of each period.

AHIS 101 3 credits (4,0,0) hrs 15 wks

The History of Art II

Beginning with the art of the Italian Renaissance, this course studies the history of painting, sculpture, and architecture to the twentieth century. Individual artists including Leonardo, Michelangelo, Rembrandt, Goya, Van Gogh and Picasso are studied in addition to the larger period styles. Because works of art so perfectly reflect their age, the economic, social, and religious ideas of each period will be closely considered.

AHIS 104 3 credits (4,0,0) hrs 15 wks

Introduction to Visual Culture I

This course is designed to encourage students to become visually literate and confident in the analysis/interpretation of all aspects of the visual arts. Confrontation with a wide range of ideas, images and media will stimulate discussion and provide a deeper understanding of the creative process. The purposes of art will be discussed and the relationships between art and society explored. The interdisciplinary nature of art will be examined as well as the achievements of Canadian artists.

AHIS 105 3 credits (4,0,0) hrs 15 wks

Introduction to Visual Culture II

What is the impact of advertising on the viewer? What are the achievements of women artists? What are the current issues concerning art and censorship? These and other topical subjects relating to the arts will be addressed in this course. Attention will also be given to such themes as magic and ritual in art, the body in art, the artist as observer, the landscape in art and aspects of photography. The material will include the art of the past as well as the current art scene. Consideration will also be given to the achievements of Canadian artists. This course is designed to help students decode their visual world and become visually literate.

AHIS 106 3 credits (4,0,0) hrs 15 wks

Pre-Columbian, African and Northwest Coast Indigenous Art

This course introduces the student to aspects of Pre-Columbian art, Northwest Coast Indian art and African art. The art, architecture and performing arts of indigenous peoples will be examined in the context of cultural, religious and social issues. Students will learn about civilizations that flourished in Mexico prior to the Spanish Conquest. A section on the art of the Northwest Coast Indian will illuminate the achievements of local indigenous cultures and their inherent relationship with the environment. In the component on African art, students will study the early history of African art and later artistic developments in a variety of regions ranging from Senegal to Zaire.

AHIS 107 3 credits (4,0,0) hrs 15 wks

The Art of India, China and Japan

Explore exotic Indian temples, ancient Chinese burials and Japanese shrines in this introductory course to Asian art. Indian, Chinese and Japanese works of art will be examined in the light of cultural, religious, social and political issues to emphasize the close connections between art and society. In particular, the impact of Hinduism, Buddhism and Confucianism on the arts will be examined. Students will gain insights into the evolution of important periods, styles and artistic traditions in Asian art. Consideration will be given to a wide range of art forms, including the performing arts and the Japanese tea ceremony.

AHIS 210 3 credits (4,0,0) hrs 15 wks

History of Modern Art (19th Century)

This course studies the mainstreams of modern art beginning with the paintings of Jacques Louis David produced during the French Revolution and concluding with the art of Cezanne. Emphasis is given to individual artists, and works by Goya, Delacroix, Monet, Van Gogh, Gauguin and others are studied in depth. Aesthetic revolutions and counter-revolutions are explored in conjunction with the social and political upheavals of the 19th century, where issues of class, gender and race are considered.

AHIS 211 3 credits (4,0,0) hrs 15 wks

History of Modern Art (20th Century)

This history of 20th century art begins with the work of Picasso and Matisse and studies the impact of revolutionary movements of art such as Futurism, Constructivism, Dada, and Surrealism. America's post war contribution — Abstract Expressionism, Pop, Minimalism, Conceptual and Earth Art — is studied, leading to a full discussion of Post Modernism and the art of the 90's. The aim of this course is to demystify modern art by studying the underlying concepts and theories, which will reveal how closely art expresses the ethos of contemporary life.

AHIS 220 3 credits (4,0,0) hrs 15 wks

Early Renaissance Art in Italy

This course traces the origins of the Early Renaissance in Italy, beginning with the art of Giotto and focusing attention on the creators of the new style, the architects, sculptors and painters of Florence, Arezzo, Mantua and Venice. The intellectual, religious and political climate of the fifteenth century, linked to the expression in this new art, will also be considered, as will the emerging importance of private patronage.

AHIS 221 3 credits (4,0,0) hrs 15 wks

High Renaissance and Mannerist Art in Italy

This course studies the art of the High Renaissance and the emerging view of the artist as sovereign genius. The work of Leonardo, Michelangelo and Raphael is examined in depth. Focus is then given to the artists of the Mannerist School, whose highly subjective and artificial style dominates the latter part of the 16th century. The contributions of the Venetians as well as the architecture of Palladio will also be considered.

AHIS 231 3 credits (4,0,0) hrs 15 wks

History of Textile Art I

This course first studies the textile traditions of the Near East by considering Ancient Egypt and its great linen manufactories, and the silk guilds of the Byzantine Empire, as well as tracing the influence of Sassanian designs. Cotton and the central role it played in the struggle for Indian independence is highlighted as we move further east to consider the evolution of the Dragon Robes of China and the kimonos of Japan. This study concludes with textile designs and tapestries produced in Medieval and Renaissance Europe where the important contributions of such leading artists as Raphael and Rubens are fully considered.

AHIS 232 3 credits (4,0,0) hrs 15 wks

History of Textile Art II

This course first explores the textile traditions of Africa and the Americas. The textiles of the Kuba of Africa, Ancient Andean cloth and Contemporary Mayan textile designs are examined as important artistic expressions of these cultures. Navaho weaving and the great tradition of the Chilkat Dancing Blanket of the Pacific Northwest are studied as examples of cross-cultural expressions. Our attention then focuses on the effects of the Industrial Revolution on textile practices and the contributions of William Morris and the Arts and Crafts Movement. The course concludes with a discussion of 20th century textiles and explores the work of some of the leading contemporary textile artists.

ANIM 010 2.25 credits (6,0,0) hrs 8 wks

Animation Principles and Timing

This course is an introduction to the procedures used to create animated characters with life, weight and personality. Students will learn how to create movement frame-by-frame, using drawings and objects.

ANIM 020 2.25 credits (6,0,0) hrs 8 wks

Design Basics for Animation

Students will be introduced to design as it applies to commercial animation production. This will include: basic perspective skills; character design; posing; layout design; colour design and storyboard design.

ANIM 030 1.5 credits (4,0,0) hrs 8 wks

Drawing for Animation

Students will learn how to improve their drawing skills through observation and practice. Gesture drawing from the model will be emphasized in this course with the focus on quick sketches that capture the form and weight of the model. Basic anatomy will be introduced and students will maintain a weekly sketchbook of drawings.

ANIM 040 1.5 credits (4,0,0) hrs 8 wks

Digital Animation

This course will introduce the student to computer-generated animation and the tools used to create character animation digitally. Students will learn to apply the traditional principles of animation to digital characters.

ANIM 111 6 credits (8,0,0) hrs 15 wks

Animation Drawing I

An introduction to creating animated movement. Basic animation timing skills, animation principles and procedures used to produce character animation will be introduced.

ANIM 112 2.25 credits (3,0,0) hrs 15 wks

Animation Design I

Students will learn design skills as they relate to commercial animation. Strong posing, drawing on model, and character design will be introduced. Perspective drawing will be reviewed.

ANIM 113 3 credits (4,0,0) hrs 15 wks

Life Drawing for Animation I

This course will demonstrate the importance of life drawing in the creation of animated movement. Students will learn to accurately draw what they see. Human proportions and the human form in action will be studied. Quick gesture drawing will be practised intensively to build on the student's ability to create simple line drawings that communicate weight, structure and feeling.

ANIM 114 2.25 credits (3,0,0) hrs 15 wks

History of Character Animation

This course will cover the development of character animation from Winsor McCay to the present. Emphasis will be on the Disney, Fleischer, Warner Brothers, MGM and U.P.A. studios of the 1930's and 40's and will include major developments and the work of important directors. Current trends in animation will be discussed.

ANIM 121 6 credits (8,0,0) hrs 15 wks

Animation Drawing II

Students will learn how to animate more complex movement of more diverse characters. Animation timing is emphasized. Special effects animation will be taught. Acting in animation and animating to prerecorded dialogue will be introduced.

ANIM 122 1.5 credits (2,0,0) hrs 15 wks

Animation Design II

Students will gain more practical experience in the posing of animation and will work with a wider range of characters. Bringing out the character's emotions will be practised. In this course, the student will learn to create a full design package for an animated production.

ANIM 123 3 credits (4,0,0) hrs 15 wks

Life Drawing for Animation II

Students will build on the skills learned in ANIM 113 and they will increase their ability to accurately render the human form in movement. Structure and anatomy of humans will be emphasized. Animal anatomy and movement will be studied.

ANIM 124 1.5 credits (2,0,0) hrs 8 wks

Anatomy for Animation

This course introduces students to the anatomical design of the human form. Students will study the bones and muscles as well as the relationships of bone and muscle of the human body in action and at rest.

ANIM 126 1.5 credits (2,0,0) hrs 15 wks

Layout Design I

Students will be introduced to the skills of animation background design. The animation camera stand and its functions will be demonstrated. Design and composition skills will be introduced and perspective drawing will be developed further in order to produce complex and detailed layouts.

ANIM 231 4.5 credits (6,0,0) hrs 15 wks

Animation Drawing III

Animating characters that act is the focus of this course. Dialogue breakdown and animating to dialogue will continue to be emphasized. Animation involving several characters in the same scene will be covered and students will work with more complex and realistic character designs.

ANIM 232 3 credits (4,0,0) hrs 15 wks

Storyboard Design

Students will be taught to create storyboards that communicate film narratives effectively. In this class, students will be expected to design animation sequences to be produced in the fourth term, eventually becoming a major part of their demo tape.

ANIM 233 3 credits (4,0,0) hrs 15 wks

Life Drawing for Animation III

Students will continue to improve their life drawing skills while working primarily with sequential studies. The ability to accurately depict emotion and mood, particularly of the face, eyes and hands will be the main objective of this course. Practise in the use of foreshortening and tone will be included.

ANIM 234 3 credits (4,0,0) hrs 15 wks

Computer Animation

Students will be introduced to computer generated animation. The students will use traditional animation and design skills acquired in the first two terms of the program to create quality computer animation using 3-D software. This course will provide students with a strong foundation of computer animation skills enabling them, if they wish, to begin to focus on a career in computer animation.

ANIM 236 3 credits (4,0,0) hrs 15 wks

Layout Design II

This course will further develop the student's layout design skills, enabling them to produce finished animation layouts of high quality. Technical skills concerning camera moves will be included and students will work to industry standards. Actual layout tests from major animation studios will be part of the curriculum.

ANIM 241 3 credits (4,0,0) hrs 15 wks

Animation Drawing IV

This course will focus on the production of students' demo tapes meant to showcase their animation skills. Students will be focused on feature-quality key animation involving a variety of characters and actions. Character and personality in animation will be emphasized.

ANIM 242 3 credits (4,0,0) hrs 15 wks

Major Projects

In this course, students will be allowed to concentrate their efforts on a specific career such as layout artist, computer animator, character designer or key animator. Working one-on-one with an instructor, students will design and produce their own projects in order to achieve success in their specific fields in the industry.

ANIM 243 3 credits (4,0,0) hrs 15 wks

Life Drawing for Animation IV

Movement and sequential drawing studies will be emphasized. The main objective of this course will be to make use of the skills and techniques learned in previous life drawing classes to create a diverse range of excellent portfolio pieces tailored to the expectations of the animation industry.

ANIM 245 3 credits (4,0,0) hrs 15 wks

Colour and Media

Basic colour theory will be taught using a variety of painting materials and techniques used in the animation industry. Students will learn the specific skills required of animation background painters and will create finished backgrounds from original layout designs.

ANTH 121 3 credits (4,0,0) hrs 15 wks

Introduction to Social Anthropology

A survey of social anthropology to include the study of communication, economic systems, kinship and family patterns, social control, political organization, religion, and the arts. Also includes understanding the methods and effects of culture change. Examples of different cultural practices will be drawn from societies throughout the world.

ANTH 123 3 credits (4,0,0) hrs 15 wks

Introduction to Archaeology

An introduction to the theoretical foundations and methods of Archaeology, including the techniques used to discover, reconstruct, and interpret the past. Examples will be drawn from archaeological research around the world.

ANTH 124 3 credits (4,0,0) hrs 15 wks

Human Origins

An introduction to the theoretical foundations and evidence for human origins as presented by Archaeology and Physical Anthropology. The biological and cultural evolution of humankind as indicated through a study of evolutionary theory, primate behaviour, skeletal remains, and archaeological discoveries.

ANTH 200 3 credits (4,0,0) hrs 15 wks

Intermediate Social Anthropology

A study of the social structure and organization of various cultures of the world. Emphasis on the dynamics of culture, the cross-cultural approach, the theoretical issues in Anthropology.

ANTH 202 3 credits (4,0,0) hrs 15 wks

Anthropology and the Environment

The study of the interaction of people, culture and environments, emphasizing human adaptive strategies. Focus of the course will vary each semester, exploring such topics as subsistence patterns, systems of knowledge in traditional cultures, modernization and globalization, and current issues.

ANTH 204 3 credits (4,0,0) hrs 15 wks

Ethnic Relations

A study of the relations between ethnic groups. The construction, maintenance and expression of ethnic boundaries and identities will be examined within a variety of cultural contexts, including Canada. The course will address the social construction of difference and will offer perspectives on racial stereotyping, the politics of representation, the expression of ethnic popular culture and its wider consumption. Processes, such as de-colonization and globalization which have been involved in the rise of ethnic consciousness will be analysed, together with theoretical concepts through which ethnicity may be comprehended.

Note: This course serves as a Canadian Studies credit.

ANTH 205 3 credits (4,0,0) hrs 15 wks

Multiculturalism

The course will examine multiculturalism within Canada and utilize comparative material from Australia and New Zealand. The creation and impact of multiculturalism will be addressed from historical and cultural perspectives. The scope will move from broader Canadian issues to looking specifically at British Columbian ethnic relations and the changing cultural landscape.

Note: This course serves as a Canadian Studies credit.

ANTH 206 3 credits (4,0,0) hrs 15 wks

First Nations of British Columbia

A study of the cultural history, diversity, and complexity of the Native Peoples of British Columbia. The archaeological past, traditional lifeways, and current issues are examined.

Note: This course serves as a Canadian Studies credit.

ANTH 208 3 credits (4,0,0) hrs 15 wks

Indigenous Peoples of North America

A survey of the cultural history and social organization of native peoples of the North American continent including Canada, the United States and Mexico. An examination of traditional lifestyles including family, political, religious and ecological patterns; and current issues.

Note: This course serves as a Canadian Studies credit.

ANTH 241 6 credits (2,9,0) hrs 15 wks

Archaeology Field School

This practical field course focuses on the identification, recording and recovery of archaeological remains. The majority of the time is spent in the field. When the course is offered during a seven week summer session, the course hours each week are doubled.

Note: Prerequisites may be waived by permission of instructor.

APMC 503 3 credits (4,0,0) hrs 15 wks

International Career Management

This course will help students develop skills and an understanding for networking and working in an Asian environment.

APMC 505 9 credits (12,0,0) hrs 15 wks

Co-op Work Term

This course covers the work expected during the Work Term. It has four major modules: 1) Mid-term Conference; 2) International Career Development; 3) Sectoral Focus Groups; 4) News Analysis. Associates will be expected to maintain a high level of communication with the program through electronic means. Failure to pass each individual element of the course will result in failure of the co-op term and thus the program.

APMC 515 0.25 credits (0.33,0,0) hrs 15 wks

Directed Studies

This two-fold course allows students, through directed research and a written paper, to explore an area of special interest or need. It also includes preparation for the final comprehensive exam.

APMC 518 2.25 credits (3,0,0) hrs 15 wks

International Finance I

This course will aim at providing students with an understanding of financial concepts and strategies that influence business in the conduct of international commerce.

APMC 519 1.5 credits (2,0,0) hrs 15 wks

Introduction to International Business and Trade

This course provides students with an understanding of the basic concepts involved in marketing products and services, as well as with a familiarity with marketing terminology and the application of the "marketing concept".

APMC 520 2.25 credits (3,0,0) hrs 15 wks

Economic Geography I

This course will introduce students to current concepts in socio-economic analysis and will emphasize the spatial aspects of economic processes. Emphasis is on the dynamism of economic change and how this change interacts with local social, political and environmental matrices. The course will be issue oriented. There will be a mix of theoretical background, actual case studies, and training in analytical skills.

APMC 524 1.5 credits (2,0,0) hrs 15 wks

Business Development Projects

These are supervised team projects working with Vancouver-based companies. Business plans and projects are prepared for Asian opportunities chosen in conjunction with the companies.

APMC 525 2.25 credits (3,0,0) hrs 15 wks

International Management I

This course provides students with a broad understanding of the management process and functions as well as with the interrelatedness of these topics with human behaviour in organizations. Students also study the application of this learning in an international context - particularly with respect to the Asia Pacific region.

APMC 531 2.25 credits (3,0,0) hrs 15 wks

International Finance II

This course is a continuation of APMC 518.

APMC 532 2.25 credits (3,0,0) hrs 15 wks

Economic Geography II

This course is a continuation of APMC 520.

APMC 533 1.5 credits (2,0,0) hrs 15 wks

International Business and Trade

This course will focus on case studies.

APMC 534 1.5 credits (2,0,0) hrs 15 wks

International Management II

This course is a continuation of APMC 525, but places a greater emphasis on guest presentations by senior executives whose companies actually are operating in the Asia Pacific region.

APMC 540 5.25 credits (7,0,0) hrs 15 wks

Asia Pacific Perspectives I

This series of courses is designed to introduce students to the historical and current social, political and cultural patterns of the Asia Pacific region. Students will review and develop skills in cross-cultural communication. They will also develop skills in regional analysis that will help them understand relationships within Asia and with the west.

APMC 541 3.75 credits (5,0,0) hrs 15 wks

Asia Pacific Perspectives II

This course is a continuation of APMC 540.

APMC 550 1.5 credits (2,0,0) hrs 15 wks

Cross Cultural Communication

This course will develop an understanding of the process of communication, including appreciation of the fact that communication is significantly affected by the culture, personality and experience of the communicator. This course will also develop an understanding of the students' own culture and its effects on behaviour.

APMC 560 0 credits (0,0,0) hrs 0 wks

Workshops

This series allows students to customize the program by selecting from a range of courses which offer an opportunity to develop special skills or to study special issues concerning Asia.

APSC 120 1 credit (1,0,0) hrs 15 wks

Introduction to Engineering

This course uses guest speakers, video-taped material and field trips to provide students with an orientation to a career as a professional engineer. Attendance at scheduled activities is the only course requirement. Final "grades" are reported as CR (Credit Granted) or NC (No Credit Granted).

Note: This course is restricted to students enrolled in the Engineering program.

APSC 160 6 credits (4,4,0) hrs 15 wks

Engineering Design

Prerequisite: MATH 116, PHYS 114 and CHEM 154.

Corequisite: MATH 126, MATH 152 and PHYS 115.

In this course students will be introduced to the process of engineering design through examining case studies of solutions to existing problems and participating in the design of original solutions to new problems. Design problems will be chosen from a variety of engineering disciplines to give students some exposure to the different facets of engineering practise. As part of this process, students will learn to communicate technical engineering material in graphical, written, and oral forms.

Note: This course is restricted to students enrolled in the Engineering program.

BADM 101 3 credits (4,0,0) hrs 15 wks

Management

Students study modern management practices, current events, ethics and problem solving. In addition, students will study and practice effective business presentations and public speaking. The course instructors will facilitate discussion and integrate topics through the use of contemporary business issues.

BADM 102 3 credits (4,0,0) hrs 15 wks

Quantitative Methods

Prerequisite: A minimum C grade in Math 11, or C+ in BTEC 115, or C in BMTH 045, or C in MATH 096.

This course provides a strong foundation in the mathematics of finance and business. The student will utilize standard financial models in analysis, problem solving, and decision-making. Computer spreadsheet applications are utilized.

BADM 103 3 credits (4,0,0) hrs 15 wks

Supervisory Skills

This is a study of the human elements in organizations, with emphasis on group behaviour. Concepts include persuasion, guidance and understanding of the individual within the group. Students will learn applications in human relations management, i.e. leadership, power, authority, group dynamics, formal and informal organization, communications, conflict, and the introduction of change. This course is offered at the Sechelt and Squamish campuses only.

BADM 106 3 credits (4,0,0) hrs 15 wks

Organizational Behaviour

The objective of this course is to allow the student to develop the necessary skills and conceptual tools to both understand and deal effectively with human behaviour in organizations. These skills are of at least two kinds:

1. Interpersonal, that is, relating more effectively with other individuals and groups, and
2. Analytical, to be able to perceive and understand situations accurately, and make effective decisions based on this understanding.

BADM 107 3 credits (4,0,0) hrs 15 wks

Business Law I

Students will be introduced to the components of the Canadian legal system, and will examine the effect of both common and statute law on business relationships. A study of the basic principles of commercial law will provide the foundation for a detailed examination of contract law, including the sale of goods, consumer protection legislation, and employment and labour law, as well as an examination of tort law, intellectual property, insurance, company and partnership law, and creditor remedies.

BADM 201 3 credits (4,0,0) hrs 15 wks

Business Information Systems

Prerequisite: BCPT 121 or COMP 101 with a minimum C- grade, plus same as eligibility for ENGL 100, i.e. EDT=100.

Students will be required to apply the concepts and theories learned in their first year courses to solve integrated business problems in a logical and literate

manner. The importance of accurate, dependable, management information for problem solving will be illustrated through case study analysis and a major group project.

Note: Not offered every summer.

BADM 210 3 credits (4,0,0) hrs 15 wks

Business Statistics

This course provides a strong foundation in basic business statistics emphasizing analysis and decision-making in the face of certainty and uncertainty. Spreadsheet applications of descriptive, inferential, and bivariate models are utilized. A working knowledge of spreadsheets (Excel) is required.

BADM 268 3 credits (4,0,0) hrs 15 wks

Entrepreneurship/Small Business Management

Skills needed in problem solving and researching the small business environment will be learned and applied. Business owners, managers and would-be decision makers are encouraged to take this course. The instructor and guest lecturers from the business community will lead students through detailed aspects of business from finance to human relations. The production of the business plan will be discussed and part of a plan will be written.

BADM 299 3 credits (4,0,0) hrs 15 wks

Co-op Placement I

The first co-op work experience is designed to provide students with a four-month, full-time work term in business, industry or government. The main thrust of this course is the opportunity to put into practise the major aspects of the students' business education. Special emphasis will be placed on assessing the attitude and work ethic of the co-op student. Students will be encouraged to network in the industry and to participate in professional organizations.

Note: BADM 299 can be accepted as a lower level general business elective in diploma programs only.

BADM 301 3 credits (4,0,0) hrs 15 wks

Operations Management

Prerequisite: BADM 210 with minimum C+ grade.

Of special interest to generalist managers and operators of small businesses, this course familiarizes the student with the principles, practices and functions of production-operations management, using modern decision-making aids. Foundation skills in production and control (inventory, quality and cost) are examined using computing devices and procedures.

BADM 302 3 credits (4,0,0) hrs 15 wks

Human Resource Management

Prerequisite: 45 post-secondary credits.

This course provides the student with a basic, functional understanding of current personnel/human resource-management concepts and applications in developing small and larger business. Special emphasis will be placed on the concept of human resource management being the responsibility of all management, not just the personnel department.

BADM 303 3 credits (4,0,0) hrs 15 wks

Industrial Relations

Prerequisite: 45 post-secondary credits.

This course introduces the student to labour unions and their relationship with management. Topics covered include the labour code, collective bargaining and dispute resolution.

BADM 304 3 credits (4,0,0) hrs 15 wks

Strategic Management

Prerequisite: 60 post-secondary credits.

The student gains a basic understanding of the concepts, purposes, and procedures of business policy, and an integrated view of the strategic management of business enterprise. Participating in a practical business simulation game is a major component of the course.

Note: For Co-op Diploma, Advanced Diploma and British Columbia Open University students only.

BADM 305 3 credits (4,0,0) hrs 15 wks

Leadership

Prerequisite: BADM 106 plus an additional 42 credits or BADM 106, BADM 101 plus five years of relevant work experience.

This course will provide the student with an understanding of what effective leadership means and how he or she can be a more effective leader. This will be done through a combination of theoretical work, discussions with community leaders and through the development of critical leadership skills and competencies. Specific competencies will include conflict resolution skills, coaching skills, and facilitation skills.

Note: The philosophy behind this course is that effective leadership is essential as a means to guiding our work teams, organizations and society to more productive and humane futures.

BADM 307 3 credits (4,0,0) hrs 15 wks

Advanced Business Law II

Prerequisite: BADM107, or an introductory college or university course in commercial or contract law.

A second law course will examine the effect of both common and statute law on business relationships. A review of the basic principles of commercial law will lead to the examination of more complex contractual relationships such as discharge of contract, agency, bailment, real property, commercial tenancy, legal devices for securing credit including mortgages, and bankruptcy. Other topics include competition law, management and operation of a corporation and intellectual property.

Note: This course is available every second year.

Note: Prerequisites may be waived by permission of instructor.

BADM 310 3 credits (4,0,0) hrs 15 wks

Quantitative Methods III

Prerequisite: BADM102, BADM210 with a minimum C+ grade, BCPT122.

This course provides the student with a practical understanding of the application and theoretical foundation of commonly used techniques in statistical modelling. It includes basic descriptive statistics, inferential statistics, regression and time-series analysis, and other quantitative models such as decision-trees, multiple regression, and the fundamentals of linear programming. The student will analyse business situations in order to develop the appropriate statistical models, and will apply spreadsheet software to develop solutions used in recommending appropriate management action.

BADM 399 3 credits (4,0,0) hrs 15 wks

Co-op Placement II

Prerequisite: BADM 299.

The second co-op work experience is designed to provide students with a four-month, full-time work term in business, industry or government. The main thrust of this course is the opportunity to put into practise the major aspects of the students' business education. Special emphasis will be placed on assessing the attitude and work ethic of the co-op student. Students will be encouraged to network in the industry and to participate in professional organizations.

BBIO 043 1 credit (2,0,1) hrs 15 wks

ABE Advanced Biology I

Prerequisite: BSCI 033 or equivalent and English 11 or equivalent or BENG 031 as corequisite.

Topics include cell structure and function, cell division, evolution, plant physiology. Laboratory exercises are included.

BBIO 044 1 credit (2,0,1) hrs 15 wks

ABE Advanced Biology II

Prerequisite: BSCI 033 or equivalent.

Corequisite: BENG 031.

Topics include microbe and plant structure, diversity, behavioural ecology, biosphere, ecosystems, and human population concerns. Laboratory exercises are included. BBIO 043 and 044 together prepare students for many career/vocational programs.

BBIO 053 1 credit (2,0,1) hrs 15 wks

ABE Provincial Biology I

Prerequisite: BSCI 033 or equivalent.

Corequisite: BENG 031.

Topics include cell structure and function, cell division, cell metabolism, and genetics. Includes laboratory investigations.

BBIO 054 1 credit (2,0,1) hrs 15 wks

ABE Provincial Biology II

Prerequisite: BSCI 033 or equivalent.

Corequisite: BENG 031.

Topics include reproduction, digestion, circulation, immunity, respiration, excretion, nervous system, and hormones. Includes laboratory investigations. BBIO 053 and 054 together prepare students for college level post-secondary programs for which Biology 12 is a prerequisite.

BCHM 043 1 credit (2,0,1) hrs 15 wks

ABE Advanced Chemistry I

Prerequisite: BSCI 034 or equivalent.

Students will learn principles and methods of chemistry including atomic structure, periodic trends, writing formulas, and determining the names of both inorganic and organic formulas. Reaction types and the relation of chemistry to society will be covered. Includes laboratory investigations.

BCHM 044 1 credit (2,0,1) hrs 15 wks

ABE Advanced Chemistry II

Prerequisite: BCHM 043 and BMTH 033.

This is a continuation of BCHM 043. Students will use the mole concept to solve quantitative problems, learn some applications of the gas laws, prepare and dilute solutions. Properties of acids and bases including pH will be investigated. Includes laboratory investigations.

BCHM 053 1 credit (2,0,1) hrs 15 wks

ABE Provincial Chemistry I

Prerequisite: BCHM 044 or equivalent and BMTH 034 or equivalent.

Students will learn principles and methods of chemistry including organic nomenclature, thermochemistry, chemical reaction rates, oxidation-reduction, and some applications of electrochemistry. Includes laboratory investigations.

BCHM 054 1 credit (2,0,1) hrs 15 wks

ABE Provincial Chemistry II

Prerequisite: BCHM 053 and BMTH 043.

This is a continuation of BCHM 053. Students will explore the concepts of chemical equilibrium, solutions and solubility, chemistry of weak acids and bases, neutralization. Students choose between nuclear chemistry or VSEPR. Includes laboratory investigations.

BCMP 021 1 credit (2,0,1) hrs 15 wks

Fundamental Level - Introduction to Microcomputers

A self-paced credit course introducing word processing and the use of the Internet.

BCMP 031 2 credits (2,0,1) hrs 15 wks

ABE Intermediate Level Computer Studies

Prerequisite: BENG 021 or equivalent.

A paced credit course offering an introduction to commonly used business software such as word processing, spreadsheets and the Internet. Also included is an introduction to Windows disk and file management.

BCMP 041 2 credits (2,0,1) hrs 15 wks

ABE Advanced Level Computer Studies

Prerequisite: BENG 021 or equivalent.

A paced graded course offering both an introduction to commonly used business software and essential computer concepts and terminology. Software used includes: word processing, spreadsheets, graphics, Windows and the Internet. Computer concepts include examination of: processors, storage devices, input/output devices, computer communications, security, ethics, ergonomics, and purchasing considerations.

BCMP 051 2 credits (2,0,1) hrs 15 wks

ABE Provincial Level Computer Studies

Prerequisite: BENG 021 or equivalent and BCMP 041 (with a minimum B- grade) or equivalent experience.

A paced graded course offering an introduction to fundamentals of the Internet. The major focus is web page authoring. Other topics include: e-mail, discussion groups, and Web search engines.

BCMP 052 2 credits (2,0,1) hrs 15 wks

ABE Provincial Level Computer Science

Prerequisite: BCMP 053 (with a minimum B- grade) or equivalent and BMTH 031 (with a minimum B- grade) or equivalent.

A paced graded course offering an introduction to computer programming. Students will analyse problems, design solutions, develop programs, test, de-bug and document the software they write.

BCOP 131 3 credits (4,0,0) hrs 15 wks

Introduction to Programming and Programming Logic

This is the foundation course for all programming skills developed by the program. Design techniques using hierarchy charts, flowchart, and pseudo code will be studied. The course will use a computer language to demonstrate the structured programming skills necessary for good programming.

BCOP 171 3 credits (4,0,0) hrs 15 wks

Developmental Tools of Information Systems

A traditional look at the systems life cycle process. Modelling and charting will be included. The tools and methodology applied by the systems analyst will be studied. The course covers an overview of the system life cycle, system flow charting, data flow diagrams, normalization, bubble diagrams, PERT/CPM Networks.

BCOP 204 3 credits (4,0,0) hrs 15 wks

Business Computing III

Prerequisite: BCPT 122 with a minimum C grade.

This course provides more in-depth instruction on graphic presentations using Internet technologies. Students will learn operating systems essentials for the World Wide Web as well as the technologies to create dynamic and interactive web pages. Topics include: markup languages (HTML), as well as server and client scripting (DHTML).

Note: Prerequisites may be waived by permission of instructor.

BCOP 205 3 credits (4,0,0) hrs 15 wks

Applied Statistics for Business

Prerequisite: BCOP first year completion.

This course provides a strong foundation in business statistical models and techniques emphasizing analysis and decision making in the face of certainty and uncertainty. Data Analysis software (SPSS) is utilized for applications of descriptive, inferential, bivariate and multiple regression models.

BCOP 206 3 credits (4,0,0) hrs 15 wks

Accounting for Managers

Prerequisite: BFIN 141 with a minimum C grade.

Study of managerial and financial information requirements and controls necessary to support specific decisions with an emphasis on budgeting, forecasting, controlling, and decision making.

Note: Prerequisites may be waived by permission of instructor.

BCOP 214 3 credits (4,0,0) hrs 15 wks

Business Computing IV

Prerequisite: BCOP 204 with a minimum C grade.

Students will explore advanced database concepts, including automation techniques, using popular Windows-based DBMS software. The following topics are included in the course: the planning, creation and maintenance of databases, the development of information retrieval techniques, the design and customization of forms, the creation and use of macros and modules in an automated system.

Note: Prerequisites may be waived by permission of instructor.

BCOP 231 3 credits (4,0,0) hrs 15 wks

Data Management

Prerequisite: BCOP 171 with a minimum C grade.

The structure, design and control of hierarchical, network and relational databases. Emphasis is on modelling tools as applied to business case studies.

Note: Prerequisites may be waived by permission of instructor.

BCOP 240 3 credits (4,0,0) hrs 15 wks

Micro-Computer Hardware and Software

Prerequisite: Acceptance into the full-time BCOP program.

To provide students with an understanding of PC hardware and troubleshooting and its relationship with DOS and Windows operating system. The course will be hands-on. Included in the course will be command line interface commands and the hardware/software interface with operating systems.

BCOP 325 3 credits (4,0,0) hrs 15 wks

Novell Operating System

Prerequisite: BCOP 351 and BCOP 352 with a minimum C grade.

A Novell certified course providing a foundation for the daily tasks of network administration using Netware 5.x. Topics include: After the course, the student may write the optional 5.x exam for their Certified Novell Administrator designation.

Note: Prerequisites may be waived by permission of instructor.

BCOP 351 3 credits (4,0,0) hrs 15 wks

Network I

Prerequisite: Acceptance into BCOP Program.

This course provides students who are new to Microsoft Windows 2000 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000 networks. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in Windows 2000.

BCOP 352 3 credits (4,0,0) hrs 15 wks

Network II

Prerequisite: BCOP 351.

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print and Terminal servers.

Note: Prerequisites may be waived by permission of instructor.

BCOP 353 3 credits (4,0,0) hrs 15 wks

Network III

Prerequisite: BCOP 352.

This course is for new-to-product support professionals who will be responsible for installing, configuring, managing and supporting a network infrastructure that uses the Microsoft Windows 2000 Server products. Topics include: DHCP Server service, DNS Server service, WINS, network security protocols, routing and remote access, troubleshooting routing and remote access configuration, Remote Authentication Dial-In User Server (RADIUS), connectivity between network segments and integrating network services.

Note: Prerequisites may be waived by permission of instructor.

BCOP 354 3 credits (4,0,0) hrs 15 wks

Network IV

Prerequisite: BCOP 353.

This course provides students with the knowledge and skills necessary to install, configure and administer Microsoft Windows 2000 Active Directory services. The course also focuses on implementing group policy and performing the group policy-related tasks required to centrally manage users and computers.

Note: Prerequisites may be waived by permission of instructor.

BCOP 461 3 credits (4,0,0) hrs 15 wks

Directory Services Infrastructure

Prerequisite: BCOP 354.

This course provides students with the knowledge and skills necessary to design a Microsoft Windows 2000 directory services infrastructure in an enterprise network. Strategies are presented to assist the students in identifying the information technology needs of an organization, and then designing an Active Directory structure that meets those needs.

Note: Prerequisites may be waived by permission of instructor.

BCOP 470 3 credits (4,0,0) hrs 15 wks

SQL Server Administration

Prerequisite: BCOP 214 and BCOP 231.

This course provides students with the knowledge and skills required to install, configure, administer and troubleshoot Microsoft SQL Server client/server database management system version 7.0. Topics include - SQL Server overview, installing and configuring, managing security, managing database files, backing up databases, restoring databases, automating administrative tasks, and planning and setting up replication.

Note: Prerequisites may be waived by permission of instructor.

BCOP 471 3 credits (4,0,0) hrs 15 wks

SQL Server Implementation

Prerequisite: BCOP 470.

This course provides students with the technical skills required to implement a database solution with Microsoft SQL Server client/server database management system version 7.0. Topics include: SQL Server overview, Transact-SQL, creating databases, implementing data integrity, planning and creating indexes, querying multiple tables, summarizing data, managing transactions and locks, distributed data, implementing triggers, and advanced text queries.

Note: Prerequisites may be waived by permission of instructor.

BCPT 121 3 credits (4,0,0) hrs 15 wks

Business Computing I

An introduction to the use of microcomputers in business. This course provides hands-on experience with word processing, data management and graphic user interface software. It also looks at the operating system and its functions. Students will examine the uses of computers today and the selection process for acquiring hardware and software.

BCPT 122 3 credits (4,0,0) hrs 15 wks

Business Computing II

Prerequisite: BCPT 121 with a minimum C- grade or BTEC 146 with a minimum B grade.

This course is a continuation of BCPT 121, providing further uses of microcomputers in business. Students will receive hands-on experience with spreadsheets and presentation graphics and graphical user interface software.

Note: Prerequisites may be waived by permission of instructor.

BCPT 221 3 credits (4,0,0) hrs 15 wks

Business Computing III - Electronic Commerce

Prerequisite: BCPT 122 with a minimum C- grade.

The application of Internet technology and Web site design as used in a contemporary business environment.

BENG 011 1 credit (2,0,1) hrs 15 wks

Basic Literacy Level English

A course in basic reading and writing. Students focus on the composition of words and basic sentences.

BENG 021 1 credit (2,0,1) hrs 15 wks

Fundamental Level English: Writing Skills, Spelling, Word Attack

An introductory fundamental course in reading and in writing of sentences and short paragraphs.

BENG 031 2 credits (2,0,1) hrs 15 wks

Intermediate Level English

An intermediate course in writing. Most ABE students enter the English program at this level. Students write a series of paragraphs and two longer compositions.

BENG 040 2 credits (2,0,1) hrs 15 wks

Advanced Level English: Short Report Writing

Prerequisite: BENG 031.

A short-report writing course with a vocational/technical emphasis in its subject matter and approaches to writing. Students develop the summarizing, note-taking, and outlining skills necessary to organize information from a variety of sources into well-written reports.

BENG 041 2 credits (2,0,1) hrs 15 wks

Advanced Level English: Advanced Report Writing

Prerequisite: BENG 031.

An advanced course in short-report writing. Students develop the summarizing, note-taking, and outlining skills necessary to organize information from a variety of sources into well-written reports. BENG 041 has a technical/academic emphasis in its subject matter and approaches to writing and includes introductory work in literary analysis and evaluation for students proceeding to BENG 052.

BENG 052 2 credits (2,0,1) hrs 15 wks

Provincial Level English-Critical Reading and Writing

Prerequisite: BENG 041 with a minimum B- grade.

A provincial level course in essay writing. Students study and write a variety of essays to prepare for written work at the university transfer level or equivalent in diploma programs. BENG 052 has an academic/literary emphasis in its subject matter and approaches to writing.

BESC 041 2 credits (2,0,1) hrs 15 wks

Advanced Level Earth and Environmental Sciences

Prerequisite: BSCI 033, BSCI 034 or Science 10.

An introduction to the earth sciences, with environmental applications and a British Columbia emphasis. Areas of study include earth materials, notably minerals, rocks and mining; water, including sources, processes and contamination, and natural earth hazards, such as earthquakes and volcanoes, landslides and flooding. Laboratory investigations and field trips are involved. Prepares students for further courses in physical and social sciences.

BFIN 141 3 credits (4,0,0) hrs 15 wks

Accounting

This course is an introduction to financial concepts and business principles. Students will record business transactions and create financial statements. Also they will be exposed to a broad range of topics including legal compliance, asset management and financial statement analysis.

This course is designed to prepare the student for courses in managerial accounting and financial management. We recommend that students with weak math skills take BADM 102 (Quantitative Methods) before, or in conjunction with, BFIN 141.

BFIN 142 3 credits (4,0,0) hrs 15 wks

Financial Accounting I

Prerequisite: BFIN 141 with a minimum C- grade or BTEC 217 with a minimum C+ grade.

Students will apply generally accepted accounting principles to the establishment and maintenance of accounting systems, including the preparation, analysis and interpretation of financial statements. (CGA, CMA, and CA transferable).

BFIN 241 3 credits (4,0,0) hrs 15 wks

Finance for Managers

Prerequisite: BFIN 141, BADM 102 & CMNS 220.

In this practical financial management course students study financial management techniques. They apply this knowledge to business decisions. Topics in this course include: evaluating business performance, financial institutions and markets, valuation of financial assets, obtaining financing, managing assets and international finance. Contemporary financial issues are discussed throughout this course.

BFIN 244 3 credits (4,0,0) hrs 15 wks

Management Accounting

Prerequisite: BFIN 141 with a minimum C- grade.

This course introduces students to the specialized area of management accounting. It provides an overview of controls affected internally by management using the tools of budgets, costing and analysis. Planning for an organization will be examined from both the capital and operations perspectives.

BFIN 249 3 credits (4,0,0) hrs 15 wks

Accounting Microcomputer Applications

Prerequisite: BFIN 142 with a minimum C- grade.

Students will complete microcomputer accounting implementation projects using ACCPAC for Windows accounting software. They will be expected to demonstrate their understanding of the practical constraints of internal control in the ACCPAC for Windows environment. Systems covered will include general ledger, A/R and A/P (inventory optional). There will be additional costs for printing and disks.

Note: Students in this course should expect to spend approximately \$75 for materials and group activities.

Note: This course is not offered every year.

BFIN 341 3 credits (4,0,0) hrs 15 wks

Cost Accounting I

Prerequisite: BFIN 142 with a minimum C- grade.

A study of organizational decision making and planning using accounting tools. Topics include the nature of accounting controls, common control methods, measures of management performance, and the role of the management cost accountant. (CGA, CMA, and CA transferable with BFIN 342).

BFIN 342 3 credits (4,0,0) hrs 15 wks

Cost Accounting II

Prerequisite: BFIN 341 with a minimum C- grade.

A more in-depth study of subjects covered in Cost Accounting I. Cost determination for manufacturing operations, planning and cost control systems, performance evaluation methods, and strategic decision-making methods. (CGA, CMA, and CA transferable with BFIN 341).

BFIN 346 3 credits (4,0,0) hrs 15 wks

Financial Accounting II

Prerequisite: BFIN 142 with a minimum C- grade.

This course studies the theories underlying financial statement presentations, and is a logical continuation and reinforcement of the material covered in BFIN 142. The course encompasses the study of financial accounting at the intermediate level. (CGA, CMA and CA transferable with BFIN 347).

BFIN 347 3 credits (4,0,0) hrs 15 wks

Financial Accounting III

Prerequisite: BFIN 346 with a minimum C- grade.

A continuation of BFIN 346 which examines current developments in financial accounting and their effects on financial statement presentation. (CGA, CMA and CA transferable with BFIN 346).

BFIN 350 3 credits (4,0,0) hrs 15 wks

Advanced Financial Management

Prerequisite: BFIN 141 and BFIN 241 with a minimum C- grade.

The content of this course concentrates on the development of analytical and conceptual skills for financial decision-making. The course places emphasis on capital asset pricing models, capital budgeting and capital structures. (CGA, CMA, and CA transferable with BFIN 241).

Note: Not offered every year.

BFIN 351 3 credits (4,0,0) hrs 15 wks

Taxation

Prerequisite: BFIN 142 with a minimum C- grade.

This course familiarizes the student with the Canadian income tax system as it applies to corporations, shareholders, and unincorporated businesses, so that the student can identify potential tax problem areas, complete the basic compliance forms, and appreciate its impact on some business decisions. (CGA, CMA, and CA transferable).

BGEO 052 2 credits (2,0,1) hrs 15 wks

Provincial Level Geography

Prerequisite: BESC 041 or BSOC 041 or placement.

A study of interactions between the people of B.C. and their geographic environment. Students will discover the diverse regions of B.C. and the set of geographic and human attributes that make each region distinct. Students will assess the success of people's adaptations to their geographic environment, with a focus on mutual sustainability of land, air, water, living and earth resources, and human populations.

BHST 052 2 credits (2,0,1) hrs 15 wks

Provincial Level History

Prerequisite: Good command of English.

A survey of 20th century history, including major issues in present day geopolitics.

BIOL 104 3 credits (4,3,0) hrs 15 wks

Human Biology I

This is the first term of a course designed primarily as a laboratory science elective for non-science students not planning to take further courses in biology. The basic concepts of human biology and the position of man as an organism are examined. Major topics include: the evolution of man, the structure and function of human cells and tissues, cell division, human genetics, human reproduction, development, digestion, and nutrition. BIOL 104 fulfils the entrance biology requirement for the Nursing program at BCIT. BIOL 104/113 are equivalent to first year human anatomy and physiology in many nursing programs. (See Transfer Guide.)

BIOL 105 3 credits (4,3,0) hrs 15 wks

Environmental Biology

This course, designed primarily as a laboratory science elective for non-science students, examines a wide range of environmental issues from a biological perspective. Basic principles of ecology are developed and the impact of modern society on the environment is assessed. The overall focus is global; however, the basic ecological principles are developed using primarily British Columbian and other Canadian examples. Major environmental issues relevant to Canada are also stressed. Major topics include: ecological concepts, conservation and endangered species, air pollution and global warming, water resources, and water pollution.

Note: This course serves as a Canadian Studies credit and may serve as a prerequisite for BIOL 204 and 206.

BIOL 106 1.5 credits (2,0,0) hrs 15 wks

Basic Introductory Biology I

Corequisite: BIOL 107.

This course is designed for the student who has not received a minimum of C+ standing in Biology 12 (or BBIO 042) or who has not taken Chemistry 11 (or BCHM 041). Upon successful completion of BIOL 106 and BIOL 107, students are qualified to take BIOL 111. The course topics for BIOL 106 and BIOL 107 together are the same as for BIOL 110.

BIOL 107 3 credits (4,3,0) hrs 15 wks

Basic Introductory Biology II

Corequisite: BIOL 106.

This course is designed for the student who has not received a minimum of C+ standing in Biology 12 (or BBIO 042) or who has not taken Chemistry 11 (or BCHM 041). Upon successful completion of BIOL 106 and BIOL 107, students are qualified to take BIOL 111. The course topics for BIOL 106 and BIOL 107 are the same as for BIOL 110.

BIOL 110 3 credits (4,3,0) hrs 15 wks

Introductory Biology I

Prerequisite: Biology 12 (or BBIO 053/054) with a minimum of C+ standing and Chemistry 11 (or BCHM 043/044).

The standard introductory biology course for students who plan to take further courses in science. Major topics will include biochemistry, the origin of life, cell structure and function, cell division and introductory genetics.

BIOL 111 3 credits (4,3,0) hrs 15 wks

Introductory Biology II

Prerequisite: BIOL 106/107 or 108 or 110.

A continuation of BIOL 106/107 or 108 or 110 which further develops the discussion of biological concepts including development, biological systems, evolution and ecology.

BIOL 113 3 credits (4,3,0) hrs 15 wks

Human Biology II

Prerequisite: BIOL 104.

A continuation of the study of human biology commenced in BIOL 104. The course focuses on the anatomy and physiology of the following organ systems: cardiovascular, respiratory, musculoskeletal, nervous, and urinary. Special emphasis will be given to health and fitness as well as discussion of disease and treatment. The laboratory sessions will provide complementary practical study of the systems, and introduce techniques used to make physiological evaluations (e.g. heart rate, EKG, blood pressure, urine analysis). Completion of BIOL 104 and BIOL 113 permits

students upon entering Basic Health Sciences at BCIT to receive credit for BHSC 105. BIOL 104/113 are equivalent to first year human anatomy and physiology in many nursing programs. (See Transfer Guide.)

BIOL 200 3 credits (4,0,0) hrs 15 wks

Genetics I

Prerequisite: BIOL 106/107 or 110 and 111; and CHEM 110/111.

An introduction to the principles and mechanisms of heredity. Emphasis will be placed on an analytical approach to transmission genetics, genetics of humans, introductory molecular genetics, quantitative genetics, and population genetics. There is no laboratory for this course.

BIOL 201 3 credits (4,0,0) hrs 15 wks

Genetics II

Prerequisite: BIOL 200.

A continuation of the principles and mechanisms of heredity, with emphasis on the genetics of microorganisms, molecular genetics, genetic engineering, and developmental genetics. There is no laboratory for this course.

Note: BIOL 214 and concurrent registration (if not already completed) in BIOL 215 are recommended.

BIOL 204 3 credits (4,3,0) hrs 15 wks

Ecology I

Prerequisite: BIOL 106/107 or 110 and 111; or BIOL 104/105.

An introduction to the principles of ecology with emphasis on ecosystem and community dynamics and structure; ecosystem concepts, components, interrelationships, energy flow, and nutrient cycling. Introduction to vegetation analysis in the B.C. context. Both plants and animals will be considered but plants will be emphasized. Weekly field trips examine local biogeoclimatic zone structure and composition, while a southern B.C. field trip introduces several inland biogeoclimatic zones.

Note: This course serves as a Canadian Studies credit.

BIOL 205 3 credits (4,3,0) hrs 15 wks

Ecology II

Prerequisite: BIOL 204.

A continuation of ecological principles, with the introduction and application of quantitative concepts. The emphasis will be on animal ecology including population dynamics, animal behaviour, competition, predator-prey relationships, and other aspects of interactions of plant and animal populations. Weekly field trips and a three-day field trip to the Pacific Rim National Park area will be included in the course.

Note: This course serves as a Canadian Studies credit.

Course Descriptions

BIOL 206 3 credits (4,0,0) hrs 15 wks

Ecology of the Western Pacific

Prerequisite: BIOL 106/107 or 110 and 111; or BIOL 104/105; or GEOG 112/114.

This course examines the complex ecology and biogeography of the lands bordering the western Pacific Ocean. Basic principles of biogeography and ecology will be presented with reference to the regions concerned. Selected environmental issues and biogeographic characteristics will be discussed for the following regions: the Asian Mainland, with emphasis on Japan and China; the Malay Peninsula and Indonesia; and Australasia, focusing on Australia, Papua New Guinea and New Zealand. There is no lab for this course.

BIOL 210 3 credits (4,3,0) hrs 15 wks

Morphology of Vascular Plants

Prerequisite: BIOL 106/107 or 110 and 111.

A comparative study of the vascular plant groups, the pteridophytes, gymnosperms and angiosperms with emphasis on the evolution, morphology, ecology and function of each of the groups. Discussions of problems in plant morphology.

BIOL 212 3 credits (4,3,0) hrs 15 wks

Invertebrate Zoology

Prerequisite: BIOL 106/107 or 110 and 111.

A comparative survey of the major phyla and classes of invertebrates with emphasis upon phylogeny, adaptive biology and ecology of each group. The course is designed around the major unifying concept of evolution. Problems of contemporary interest in the field of invertebrate zoology. The laboratory complements the lecture components and the course includes a three-day field trip to the Bamfield Marine Station.

BIOL 213 3 credits (4,3,0) hrs 15 wks

Vertebrate Zoology

Prerequisite: BIOL 106/107 or 110 and 111.

A comparative survey of the major classes of vertebrates, emphasizing evolutionary trends especially in development and morphology of organ systems. Adaptive features in vertebrates are considered. The laboratory complements the lecture component with representative vertebrates being examined. The lab component includes several half day field trips.

BIOL 214 3 credits (4,3,0) hrs 15 wks

Cell Biology

Prerequisite: BIOL 106/107 or 110 and 111.

Corequisite: CHEM 200.

An integrated study of the structure and function of cells and their components. Ultrastructure of cell organelles as determined by electron microscopy will be

related to the molecular functions of cells. Emphasis will also be placed on the techniques used to study cells, the evolutionary origin of cells and their components, and on comparisons between specialized cell structure and function. The laboratory exercises will use modern methods of microscopy and separation techniques in a detailed study of cell structures and their functions.

Note: Transfer to UBC requires CHEM 200/201.

BIOL 215 3 credits (4,3,0) hrs 15 wks

Biochemistry

Prerequisite: BIOL 214.

Corequisite: CHEM 201.

An examination of the fundamental principles and basic facts of biochemistry starting with protein structure and enzyme functions. Cell energetics, biosyntheses and mechanisms which control cell metabolism will also be considered. The laboratory will involve detailed experimental analyses, using the current techniques of biochemistry, of the molecular functions of cells and tissues.

BIOL 220 3 credits (4,3,0) hrs 15 wks

Microbiology I

Prerequisite: BIOL 106/107 or 110 and 111; CHEM 108/109 or 110/111.

A comprehensive treatment of introductory microbiology. The origin, basic structure, growth and metabolism of micro-organisms will be discussed. The lab provides practical experience in standard microbial techniques.

BIOL 221 3 credits (4,3,0) hrs 15 wks

Microbiology II

Prerequisite: BIOL 220.

A continuation of BIOL 220, emphasizing genetics, immunological aspects, and ecology of micro-organisms. The role of micro-organisms in agriculture, various industries, health and sanitation is considered.

BMKT 160 3 credits (4,0,0) hrs 15 wks

Marketing

Prerequisite: Same as eligibility for ENGL 100, i.e. EDT=100.

An overview of marketing as applied to computer and related markets and products. Students will participate in class discussions related to product planning, research, promotion and distribution systems. Each student will make a sales presentation.

BMKT 161 3 credits (4,0,0) hrs 15 wks

Marketing

Prerequisite: Same as eligibility for ENGL 100, ie. EDT=100.

This course covers the full spectrum of Canadian marketing of consumer products and services including: market segmentation, consumer behaviour, products, packaging, distribution, and promotion. Students will analyze case problems and prepare a strategic marketing plan. Videos, guest speakers and in-class discussion about marketing topics will assist in the learning experience.

BMKT 168 3 credits (4,0,0) hrs 15 wks

Introduction to e-Commerce Concepts

This foundation course introduces the concepts, vocabulary, and procedures associated with e-commerce and the Internet. The purpose of this course is to provide students with a broad overview of all aspects of e-commerce so they may determine areas of specialization and establish a solid basis for further learning. The course takes a project approach to teaching and learning about e-commerce.

BMKT 261 3 credits (4,0,0) hrs 15 wks

Advertising

Prerequisite: BMKT 161.

This course will examine the Canadian and American advertising industry from both micro and macro perspectives. It will enable the student to grasp the basic theoretical and practical approaches to advertising and provide an insight into the various aspects of advertising history, creativity, communication systems, media choice, and other functions. This is not a course on designing, creating, and preparing specific types of advertising, but is meant to serve as an overview of what advertising is and how it relates to other marketing concepts and operations. Students will participate in an advertising campaign simulation project.

BMKT 263 3 credits (4,0,0) hrs 15 wks

Professional Selling Skills

Every business professional starts with an introduction to professional selling. Communication basics, including effective listening, probing, problem finding and solving, and creativity will be covered. Specific techniques of professional selling including prospecting, qualifying, and contracting prospects. The course will also explore, in depth, the organization and management of sales activities.

BMKT 360 3 credits (4,0,0) hrs 15 wks

Marketing Research

Prerequisite: BMKT 161 and BADM 210.

An introductory course indicating how to make the most out of marketing research. Through the practical applications of a research project, students will learn the elements of research design, basic methods of collecting data, analysis and reporting. Applications of Canadian and American research will be studied.

BMKT 364 3 credits (4,0,0) hrs 15 wks

Consumer Behaviour

Prerequisite: BMKT 161.

Today, as never before, studying the behaviour of consumers is paramount for anyone pursuing a business career, especially in the marketing area. A blend of both concepts and applications from the field of consumer behaviour will form the basis of this course. Students should find this subject very interesting and motivational when applied to several aspects of business management including marketing research, creative advertising, team building, and environmental marketing. Research projects, case discussions and problem solving will be stressed in both individual and team activities. This course is offered every two years.

Note: BMKT 360 is preferred as a prerequisite.

BMKT 365 3 credits (4,0,0) hrs 15 wks

Marketing Strategies and Decisions

Prerequisite: BMKT 161.

This course will explore in greater depth the concepts of values and lifestyles, product development, service marketing, positioning, strategic planning, tactical promotion, international marketing, and marketing not-for-profit organizations. The focus will be on analyzing marketing problems, developing strategic decision-making skills, and applying hands-on tactical solutions for results. Guest lecturers, projects and a computer simulation will be used to enhance the classroom components.

BMKT 367 3 credits (4,0,0) hrs 15 wks

Promotion Strategy and Analysis

Prerequisite: BMKT 261.

This is a course dealing with the development of an advertising campaign (CAP-ADS). Students will study campaign strategy including how it is planned and organized in cooperation with the production, marketing, sales and finance departments as well as the use of outside agencies. Some time will be spent with advertising research as a pre- and post- control factor.

BMKT 369 3 credits (4,0,0) hrs 15 wks

e-Commerce and Marketing

Prerequisite: 45 post-secondary credits.

This course is offered as an advanced level marketing subject and is designed to provide an in-depth, practical and up-to-date look at all major aspects of electronic commerce. It covers business to consumer, business to business, and consumer to consumer models. The course links theory to traditional business strategy, competitiveness and consumer behaviour models, combined with many real-world models.

Upon completion of this course, students will have a comprehensive understanding of the impact of e-commerce on business and how they can apply e-commerce principles and tools to develop more effective and complete marketing programs.

Note: BCPT 221, BMKT 261 and BMKT 365 are recommended.

BMTH 021 1 credit (2,0,1) hrs 15 wks

Fundamental Level Mathematics

Whole numbers, fractions, decimals, ratio and proportion, percent, powers and roots, averages and graphs. This course is designed to prepare students for an intermediate course in mathematics.

BMTH 033 1 credit (2,0,1) hrs 15 wks

Introductory Algebra

Prerequisite: BMTH 021 or placement by the instructor.

This course covers properties of the Real number system. It is an introduction to algebra, basic operations with algebraic expressions, equations in one variable, inequalities and problem solving. This is the first of the two courses required to complete an ABE Intermediate level in mathematics.

BMTH 034 1 credit (2,0,1) hrs 15 wks

Intermediate Algebra and Geometry

Prerequisite: BMTH 033 with a minimum C+ grade.

This course covers measurement of perimeter, area and volume; theorem of Pythagoras, right angle trigonometry; systems of equations in two variables; graphing linear relations; slope, intercepts. This is the second of the two courses required to complete ABE Intermediate level in mathematics.

BMTH 041 2 credits (2,0,1) hrs 15 wks

Advanced Level Business Math

Prerequisite: BMTH 034

This course covers the use and interpretation of formulas and principals used in Canadian business and commerce, solving problems of business or commerce such as computing interest, payroll, taxes and amortization.

BMTH 043 1 credit (2,0,0) hrs 15 wks

Advanced Algebra I

Prerequisite: BMTH 033/034 OR Math 10 with a minimum B- grade or higher or placement test.

This course covers radical equations, exponent laws, polynomials and rational expressions, factoring, complex fractions, quadratic equations.

Note: This is the first of two courses required for ABE Advanced level in mathematics.

BMTH 044 1 credit (2,0,0) hrs 15 wks

Advanced Algebra II and Trigonometry

Prerequisite: BMTH 043 with minimum C+ grade or higher.

This course covers functions and relations, quadratic functions, maxima and minima, transformations of relations, tangent theorems, trigonometry, right triangles, functions of angles in standard position, Sine and Cosine laws.

Note: This is the second of two courses required for ABE Advanced level in mathematics.

BMTH 053 1 credit (2,0,0) hrs 15 wks

Precalculus I

Prerequisite: BMTH 044 or MATH 096 or Math 11.

This course covers functions, graphs, transformations, exponential and logarithmic functions.

Note: This is the first of the two courses required for an ABE provincial level in mathematics.

BMTH 054 1 credit (2,0,0) hrs 15 wks

Precalculus II

Prerequisite: BMTH 053 or equivalent.

This course covers circular functions, trigonometric identities and equations; polynomial and rational functions.

Note: This is the second of the two courses required for ABE provincial level in mathematics.

BPHY 043 1 credit (2,0,1) hrs 15 wks

ABE Advanced Physics I

Prerequisite: BSCI 034 or equivalent and BMTH 033 or equivalent.

Students will learn the safe use and limitations of basic laboratory equipment. The concepts of forces, momentum and energy will be explored. Motion in two dimensions will be studied. Includes laboratory investigations.

BPHY 044 1 credit (2,0,1) hrs 15 wks

ABE Advanced Physics II

Prerequisite: BPHY 043.

This is a continuation of BPHY 043. Students will explore concepts in electrostatics, analysis of electrical circuits, waves and sound, optics. Students choose between the study of fluids or thermodynamics. Includes laboratory investigations.

BPHY 053 1 credit (2,0,1) hrs 15 wks

ABE Provincial Physics I

Prerequisite: BPHY 044 and BMTH 044.

The study of motion in two and three dimensions. Students explore the concepts of force, momentum and energy in more detail than in BPHY 043. Includes laboratory investigations.

BPHY 054 1 credit (2,0,1) hrs 15 wks

ABE Provincial Physics II

Prerequisite: BPHY 044 and BMTH 044.

Students will explore the concepts of electric field, circuit analysis, magnetic field, waves and optics. Includes laboratory investigations.

BSCI 021 1 credit (2,0,1) hrs 15 wks

Fundamental Level General Science

An introduction to the basic scientific concepts and language of general science.

BSCI 033 1 credit (2,0,1) hrs 15 wks

ABE Intermediate Science I

This course covers the chemistry and composition of living things. Digestion and absorption in animals, circulation and respiration, the skeleton and muscles, nutrition are also covered.

BSCI 034 1 credit (2,0,1) hrs 15 wks

ABE Intermediate Science II

This course covers the chemistry of elements and compounds, use of the periodic table, chemical reactions, the physics of magnetism and electricity, the nature of energy, and work and machines. Laboratory investigations are included.

BSOC 031 2 credits (2,0,1) hrs 15 wks

Intermediate Level Social Studies

Prerequisite: BENG 021 or equivalent.

An introduction to the fundamental principles of economics. Canadian history, government legal system and the development of analytical and interpretive skills.

BSOC 041 2 credits (2,0,1) hrs 15 wks

Advanced Level Social Studies

Prerequisite: BENG 031 or equivalent.

A study of economic, political, and social issues in Canada and in some neighbouring countries. Students will learn basic skills of social analysis that will enhance their ability to participate in decisions and policies that affect their economic, political and social interests.

BTEC 111 3 credits (4,0,0) hrs 15 wks

Business English I

This course will review the fundamental principles of grammar, spelling, and punctuation. Basic letter and memo writing will be covered.

BTEC 112 1.5 credits (2,0,0) hrs 15 wks

Language Skill Development

This course will train students to apply the correct techniques of written communications to their proof-reading, verifying, and editing.

BTEC 113 4.5 credits (6,0,0) hrs 15 wks

Business English and Communications

This course will train students in grammar, spelling, punctuation, correct word usage, proofreading skills and memo writing.

BTEC 115 3 credits (4,0,0) hrs 15 wks

Business Systems and Procedures

This course will review basic math skills, and train students to apply math skills in business situations.

BTEC 117 3 credits (4,2,0) hrs 15 wks

Accounting Procedures I

This course introduces students to the theory of accounting and the basic accounting cycle. Emphasis is placed on correct analysis, accuracy, and thoroughness as well as independent decision making.

BTEC 118 1.5 credits (2,2,0) hrs 15 wks

Introduction to Computerized Accounting

Students apply their knowledge of accounting principles and procedures to a computerized environment. Emphasis is placed on the correct analysis and input of general ledger, accounts receivable, and payable entries using Simply Accounting.

BTEC 119 4.5 credits (6,2,0) hrs 15 wks

Accounting Procedures I

This course introduces students to the theory of accounting and the basic accounting cycle. Emphasis is placed on correct analysis, accuracy, and on independent decision making.

BTEC 124 6 credits (8,2,0) hrs 15 wks

Comprehensive Computer Applications

This course will provide a working knowledge of Windows and Microsoft Office Suite (Word, Access, PowerPoint and Excel) and build keyboarding speed and accuracy.

BTEC 140 1.5 credits (2,0,0) hrs 15 wks

Administrative Procedures

This course will introduce students to the basic office administrative procedures associated with the modern business office.

BTEC 143 4.5 credits (6,2,0) hrs 15 wks

Business Computer Applications I

This course will train students in the theory and practical applications of a word processing software program and the Windows Operating System. This course will also build keyboarding speed and accuracy skills.

BTEC 144 4.5 credits (6,2,0) hrs 15 wks

Business Computer Applications II

Prerequisite: BTEC 143 or equivalent.

Students will be introduced to spreadsheets, databases and presentation software.

BTEC 146 6 credits (8,2,0) hrs 15 wks

Computer Applications I

This course will provide a working knowledge of Microsoft Windows and Access, and through the creation of basic business documents, a working knowledge of Microsoft Word. Introductory keyboarding for beginners and/or drills to build keyboarding speed and accuracy are also included.

BTEC 147 4.5 credits (6,2,0) hrs 15 wks

Administrative Computer Applications

Prerequisite: BTEC 146 or equivalent.

Students will build upon previously acquired skills to create complex business documents using advanced word processing features. This course introduces students to spreadsheet and graphical presentation software applications. Students will continue to develop their keyboarding skills.

BTEC 148 3 credits (4,0,0) hrs 15 wks

Administrative Applications

Through the use of office simulations students will apply appropriate administrative procedures and techniques to complete a variety of administrative tasks normally considered part of the role of an administrative assistant.

BTEC 149 4.5 credits (6,2,0) hrs 15 wks

Financial Computer Applications

This course will provide a working knowledge of Excel spreadsheets, PowerPoint and Simply Accounting (General Ledger, Accounts Receivable, and Accounts Payable modules.)

BTEC 211 3 credits (4,0,0) hrs 15 wks

Business Writing

Prerequisite: BTEC 111 or BTEC 113.

This course utilizes the computer to improve the student's quality of grammar, spelling, and word usage, and to develop and/or improve composition skills.

BTEC 212 3 credits (4,0,0) hrs 15 wks

Business English II

Prerequisite: BTEC 111 or BTEC 113.

This course utilizes the computer to assist students in developing/improving their letter, memo, and e-mail writing skills, as well as their spelling, grammar and vocabulary skills.

BTEC 215 3 credits (4,0,0) hrs 8 wks

Computerized Accounting for Accounting Programs

Prerequisite: BTEC 117 or equivalent.

A hands-on course to develop proficiency in the use of ACCPAC for completing accounting procedures, including accounts receivable, accounts payable and general ledgers.

BTEC 217 3 credits (4,4,0) hrs 15 wks

Accounting Procedures II

Prerequisite: BTEC 117 with a minimum B grade.

This course is a continuation of BTEC 117 with emphasis on accounting systems and procedures.

Note: Prerequisites may be waived by permission of instructor.

BTEC 218 1.5 credits (2,2,0) hrs 8 wks

Accounting - Comprehensive Project

This course provides students with a comprehensive accounting simulation representative of those encountered in business.

BTEC 220 3 credits (4,2,0) hrs 15 wks

Accounting Procedures III

Prerequisite: BTEC 117.

This course provides students with business simulations handling accounts payable, accounts receivable, payroll, bank reconciliations, and an integrated small business simulation.

BTEC 230 1.5 credits (4,0,0) hrs 8 wks

Keyboarding Skill and Speed Development

This course will build the student's keyboarding speed and accuracy using skill-building materials, timed writings and targeted corrective practice.

BTEC 233 3 credits (4,2,0) hrs 8 wks

Web Page Design and Integrated Applications

Prerequisite: BTEC 146 and BTEC 147 or equivalent.

Students will be introduced to basic Web page design theory and practice. This course also continues to build the student's ability to integrate documents using a variety of software applications.

BTEC 251 1.5 credits (2,0,0) hrs 15 wks

Interpersonal Skills

This course will provide students with an understanding of interpersonal communication techniques that can positively influence job performance. Students will practice in-person and telephone responding, customer service and issue resolution skills in a supportive environment.

BTEC 252 3 credits (4,0,0) hrs 15 wks

Organizational Behaviour

This course will provide students with an understanding of interpersonal communication techniques that can positively influence performance on the job. This course will also identify the positive administrative and supervisory skills that program graduates will need as they wish to assume additional career responsibility in the future.

BTEC 300 1.5 credits (2,0,0) hrs 15 wks

Directed Work Experience

This course involves both lectures on job search techniques and résumé preparation. In addition, at least a 30-hour work practicum must be completed in an industry placement related to the student's program of study.

CHEM 030 3 credits (4,0,0) hrs 15 wks

Introduction to Chemistry

This course is designed for those students who have had no previous chemistry, and who wish to go on in sciences. A study of atoms, molecules, the mole, chemical formulas, ionic and covalent bonding, balancing equations, simple stoichiometry problems, solutions, acids, bases and salts, equilibrium, gas laws.

CHEM 101 3 credits (4,1.5,0) hrs 15 wks

Fundamentals of Chemistry

Prerequisite: Chem 11 or CHEM 030 or BCHM 044; Math 11.

A study of chemical principles, nomenclature, stoichiometry and solutions, gases, chemical bonding, thermochemistry; an introduction to acids and bases, equilibrium, and nuclear chemistry.

Note: Principles of Math 12 preferred.

CHEM 110 3 credits (4,3,0) hrs 15 wks

Bonding and Structure

Prerequisite: Completion within the last 3 years of: Chem 12 or CHEM 101 or BCHM 054 (minimum C+).

Corequisite: MATH 105 or 108 or 116/117 (unless successfully completed).

A course for students who plan careers in science. A brief review of stoichiometry, nomenclature and the gaseous state; atomic structure; periodic trends; chemical bonding and molecular structure; an introduction to organic chemistry and intermolecular forces.

CHEM 111 3 credits (4,3,0) hrs 15 wks

Chemical Dynamics and Energetics

Prerequisite: CHEM 110 with a minimum C- grade.

Corequisite: MATH 105 or 108 or MATH 116/117 (unless successfully completed).

A course for students who plan a career in science. Kinetics, mechanism, substitution and elimination reactions in organic chemistry; equilibrium; acids, bases, salts and buffers; thermodynamics; solubility; redox equations and electrochemistry.

CHEM 154 3 credits (4,3,0) hrs 15 wks

Chemical Principles for Engineers

Prerequisite: Chem 12 or CHEM 101 or BCHM 054 (minimum B grade in any course).

Corequisite: MATH 116/117 (unless successfully completed).

A course for engineering students only. A study of stoichiometry, atomic structure and bonding, the solid state, chemical kinetics, chemical equilibrium, thermodynamics and electrochemistry.

CHEM 200 3 credits (4,3,0) hrs 15 wks

Organic Chemistry I

Prerequisite: CHEM 111. Any student who has attempted the course previously will not be allowed to register without the instructor's permission.

A study of nomenclature, structure, and spectroscopy of alkanes, alkenes, alkynes, alcohols, ethers, and alkyl halides. Also a study of infrared spectroscopy and nuclear magnetic resonance.

CHEM 201 3 credits (4,3,0) hrs 15 wks

Organic Chemistry II

Prerequisite: CHEM 200.

Aromatic chemistry, aldehydes, ketones, acids and their derivatives, amines, nitro, azo, diazo and related compounds; heterocyclics; carbohydrates, protein chemistry; polymers; natural products.

CHEM 204 3 credits (4,3,0) hrs 15 wks

Introduction to Physical Chemistry

Prerequisite: CHEM 111 (with a minimum C- grade) and MATH 116/117.

This course is an introduction to chemical thermodynamics and its application to gas behaviour, chemical and phase equilibria, colligative properties, ionic solutions, electrochemistry, and chemical kinetics.

Note: This course is not offered in 2002/2003.

CHEM 205 3 credits (4,3,0) hrs 15 wks

Introduction to Inorganic Chemistry

Prerequisite: CHEM 111.

An introduction to the properties, bonding, structure, and reactivity of coordination complexes of the first row elements. Modern spectroscopic methods and chemical kinetics will also be covered. The laboratory component emphasizes the synthesis of inorganic compounds and the use of modern analytical instruments.

CHEM 206 3 credits (4,3,0) hrs 15 wks

Introduction to Analytical Chemistry

Prerequisite: CHEM 111.

The basic principles and techniques of analytical chemistry, including neutralization, complex-formation and gravimetric reactions. Various types of chromatography will be introduced along with an introduction to visible and ultraviolet spectroscopy, atomic absorption spectroscopy and electrochemical methods of analysis.

CHIN 100 3 credits (4,1.75,0) hrs 15 wks

Beginning Chinese I

Introduction to Mandarin Chinese using the Pinyin system of pronunciation in Mainland China. For complete beginners (spoken and written) in Chinese. This course starts with basic tones and pronunciation to prepare students to speak the language. It also teaches basic grammar and the writing of about 150 Chinese characters.

CHIN 101 3 credits (4,1.75,0) hrs 15 wks

Beginning Chinese II

Prerequisite: CHIN 100.

CHIN 101 takes students who have learned basic Mandarin phonetics and about 150 Chinese characters. This course stresses conversational skills and listening comprehension using situational dialogues. Students will learn more grammatical structures and Chinese characters. They will also learn how to use a Chinese dictionary as a tool for further study.

Note: Prerequisites may be waived by permission of instructor.

CHIN 110 3 credits (4,2,0) hrs 15 wks

Basic Chinese I

This course introduces students to the basics of Mandarin. It is designed to maximize the acquisition of oral fluency and comprehension. The course will lay the foundation for further understanding and study in an immersion environment.

Note: Designed for the Asia Pacific Management Cooperative program.

CHIN 111 3 credits (4,2,0) hrs 15 wks

Basic Chinese II

Prerequisite: CHIN 110.

This course is a continuation of Chinese 110. Students will develop communicative competence around themes and situations such as work, family, food, interests, making appointments, asking for directions, etc.

Note: Designed for the Asia Pacific Management Cooperative program.

CHIN 200 3 credits (4,1.75,0) hrs 15 wks

Intermediate Chinese I

Prerequisite: CHIN 101.

This course is for students who know the basics of Mandarin phonetics and grammar and approximately 300 Chinese characters, or for those who have completed CHIN 100 and 101. It teaches more Chinese characters, focusing on reading and writing of simple Chinese texts. Chinese literature is also introduced.

Note: This course may not be offered every year.

Note: Prerequisites may be waived by permission of instructor.

CHIN 201 3 credits (4,1.75,0) hrs 15 wks

Intermediate Chinese II

Prerequisite: CHIN 200.

Continues the work of CHIN 200.

Note: Prerequisites may be waived by permission of instructor.

CHIN 202 1.5 credits (4,2,0) hrs 8 wks

Introduction to Chinese III

Prerequisite: Completion of one year of Chinese.

This course is designed to provide APMCP students with functional Chinese communication skills for daily and job-related circumstances in China and other Mandarin-speaking countries and regions.

Note: Designed for the Asia Pacific Management Cooperative program.

CHIN 203 3 credits (4,1,0) hrs 15 wks

Introduction to Chinese IV

Prerequisite: CHIN 202.

This course is a continuation of CHIN 202.

Note: Prerequisites may be waived by permission of instructor.

Designed for the Asia Pacific Management Cooperative program.

CHIN 204 1.5 credits (4,2,0) hrs 8 wks

Introduction to Chinese V

Prerequisite: CHIN 203.

This course is a continuation of CHIN 203.

Note: Designed for the Asia Pacific Management Cooperative program.

CMNS 080 3 credits (10,0,0) hrs 8 wks

Career Program Communications Preparation for ESL Students

Aims at bridging the gap between ESL courses and communications courses required by Career/Vocational programs. The course assignments include letters, memos, proposals and a résumé. Emphasis throughout the course is on audience, style, tone and formats appropriate to business writing, with little focus on English mechanics.

CMNS 110 3 credits (4,0,0) hrs 15 wks

Standard English Usage

A course in grammar, spelling, punctuation, and diction. Students also gain experience in proofreading, correcting, and revising short written assignments.

CMNS 111 3 credits (4,0,0) hrs 15 wks

Administrative Writing

Intended for writers who work in corporate communications or administration, this course covers the basics of memorandums, internal reports, evaluations, briefs, and proposals. Some attention to online communications, and strong emphasis on developing a clear writing style.

CMNS 114 1.5 credits (5,0,0) hrs 6 wks

Language and Action in the Culture of the Workplace

This course is designed to equip students with basic communications skills required for workplace entry, including listening, attending, presentation and résumé-writing skills.

CMNS 115 3 credits (4,0,0) hrs 15 wks

Communications for Animation

Students learn various communications skills necessary for success in the animation industry. Content includes presentation, writing and research skills, and scriptwriting for animation.

CMNS 120 3 credits (4,0,0) hrs 15 wks

Effective Writing and Speech

A course emphasizing structure and style in spoken and written communication, with some review of English basics as well. By writing and editing short essays, students develop a writing style both concise and precise.

CMNS 123 3 credits (4,0,0) hrs 15 wks

Fundamentals of Communication for Artists and Designers

Prerequisite: Acceptance into IDEA program.

The objectives are to help students develop theoretical fundamentals of communications. Topics include interpersonal and group communications; mass media; basic research skills in selected communications topics related to imagery; and oral and written presentations that help students differentiate between description, analysis, critique and interpretation. The course also provides time for discussion of, and practice in, how to give and receive constructive criticism and positive feedback.

CMNS 125 1.5 credits (4,0,0) hrs 15 wks

Communication Theory

A survey of principles influencing interpersonal communication as well as mass media: print, film, video, and audio. Exploration of communication theory as it applies to digital media.

CMNS 135 3 credits (4,0,0) hrs 15 wks

Storytelling for Media

Prerequisite: Admission to Media Program.

Basic techniques of storytelling in various media, both written and spoken. Students apply these techniques in business correspondence, proposals, documentary analysis, and film treatments.

CMNS 136 3 credits (4,0,0) hrs 15 wks
Introduction to Film and TV Scriptwriting in Canada

An application of proven trends and strategies in commercial scriptwriting with focus on the transfer of the writer's concept into cinematic script. The goal is to apply techniques observed in screenings to the development of a Masterscene script intended for portfolio development. Marketing strategies in the Canadian film, television and new media industries are also discussed.

CMNS 137 1.5 credits (4,0,0) hrs 8 wks
Elements of Film and Television Scriptwriting

An examination of successful Canadian trends and strategies in scriptwriting as demonstrated by accomplished cinematic artists. Focus is on understanding effective techniques required to transfer the writer's dramatic concept into a compelling cinematic script.

CMNS 138 1.5 credits (0,0,4) hrs 8 wks
Workshop in Film and TV Scriptwriting for Canadian Markets

Prerequisite: CMNS 137.

A workshop in developing a Masterscene script. The focus is on applying concepts and observations from CMNS 137 in the development of a script for a personal portfolio. Marketing strategies are discussed.

Note: Prerequisites may be waived by permission of instructor.

CMNS 145 3 credits (3,0,1) hrs 15 wks
Writing for the World Wide Web

Writing, editing and revising information for the computer medium, especially hypertext for Web sites. Attention to concise style, logical organization and the limitations of the computer screen.

CMNS 146 1.5 credits (4,0,0) hrs 8 wks
Introduction to Web Writing

Basic principles of writing and editing text to enhance its readability and effectiveness in the Web environment. Students review Web sites and write an article for Web publication. Delivered online.

CMNS 152 3 credits (4,0,0) hrs 15 wks
Report Writing

Writing for the workplace: letters, memorandums, and reports. Review of English basics in the context of business writing.

CMNS 153 3 credits (4,0,0) hrs 15 wks
Communications and the Arts

Prerequisite: CMNS 120 or proven English skills.

The use of language in combination with graphic and other arts. Attention to job-search strategies suitable for artists. A spoken presentation may be required.

CMNS 154 3 credits (4,0,0) hrs 15 wks
Communications in Outdoor Recreation and Tourism

Writing for Outdoor Recreation and Tourism Management: reports, memorandums, press releases, articles, briefs and proposals.

CMNS 159 3 credits (4,0,0) hrs 15 wks
Communications for the Legal Secretary

Strong emphasis on English basics (grammar, spelling, punctuation, correct usage), proofreading skills, and business writing.

CMNS 165 3 credits (3,0,1) hrs 15 wks
Technical Presentations

Communications 165 is intended to foster writing and presentation skills for work in the new media industries. The course encourages students to explore current problems and career trends in technical and professional writing.

CMNS 170 3 credits (4,0,0) hrs 15 wks
Presentation Skills for Public Speaking

The dynamics of organizing material, overcoming shyness and developing poise as a speaker in a variety of contexts. Attention to research, voice training, nonverbal communication, and strategies for timing presentations. This course uses the television laboratory whenever possible, enabling students to see themselves on camera, as well as to benefit from feedback from others, as they refine their ability to project, to organize their thoughts, and to address audience needs.

CMNS 174 3 credits (6,0,2) hrs 8 wks
Wilderness Leadership Communications

Prerequisite: Admission to Wilderness Leadership program.

A course in writing and speech for wilderness-leadership professionals, including business correspondence, spoken presentations, and proposals.

CMNS 179 3 credits (4,0,0) hrs 15 wks

Legal Communications

This course is planned to help develop listening, speaking and writing skills for work in the legal profession. Listening and speaking assignments include observation and discussion of a variety of materials presented in non-written form. Writing assignments address three goals: to equip students with the tools they need to write accurately and appropriately; to provide opportunities to practice translating from speech and observation to written formats, as is often required in legal practice; and to master format, tone, layout and style in general and legal correspondence.

CMNS 180 1.5 credits (2,0,0) hrs 15 wks

Introduction to Scriptwriting

Prerequisite: CMNS 135.

Drafting and revising scripts for short video productions.

CMNS 190 3 credits (4,0,0) hrs 15 wks

Magazine Article Writing

Researching and writing articles for publication in news media and magazines. Analysis of magazine readership, techniques of researching and interviewing, the current market for articles and development of an effective prose style. Students write three articles in suitable format and submit them for publication in established periodicals.

CMNS 220 3 credits (4,0,0) hrs 15 wks

Advanced Business Writing and Editing

Prerequisite: ENG 100.

Researching, organizing, writing and editing extensive business documents: reports, proposals, memorandums, press releases. Particular attention to clear style and logical organization.

Note: Prerequisites may be waived by permission of instructor.

CMNS 223 3 credits (4,0,0) hrs 15 wks

Communications Skills, Applications & Contexts for Design & Art Direction

Prerequisite: CMNS 123.

CMNS 223 is intended to familiarize students with the role of designers and illustrators in business, and to define a broad resource of opportunities as they acquire the vocabulary, conceptual skills, and writing competencies appropriate to a wide variety of professional contexts in illustration and design.

CMNS 230 1.5 credits (3,0,0) hrs 10 wks

Career Preparation for Media

Prerequisite: Enrolment in second year of Media Program.

Development of effective skills in job search, including interviewing, print and Web résumés, and application letters.

CMNS 250 3 credits (4,0,0) hrs 15 wks

Introduction to Technical Writing

Technical writing for science, engineering and the professions. Emphasis on definitions, process analysis, writing instructions, résumé preparation, and an extended formal report. The course includes examination of technical reports and study of the role of technical writing in corporate and scientific settings.

CMNS 280 3 credits (4,0,0) hrs 15 wks

Marketing Commercial Fiction

Preparing short stories and novels in commercial genres such as mysteries, romances, thrillers and science fiction. Discussion of the market for such fiction in Canada and the U.S. Students submit three assignments (such as three short stories or a novel synopsis and two chapters) in marketable form. Students should discuss their plans with the instructor before registering.

CMNS 323 3 credits (4,0,0) hrs 15 wks

Professional Communications for Artists and Designers

Prerequisite: CMNS 123, CMNS 223.

The objectives of CMNS 323 are to help students develop professional business communications skills for work as an artist or designer. Topics will include writing correspondence, proposals, résumés and budgets appropriate to the development of a professional portfolio for use in self-employment, freelance work, contract proposals, and employment searches. The course includes presentation and interview skills.

CMNS 354 3 credits (4,0,0) hrs 15 wks

Advanced Communication Skills for Tourism Management

Prerequisite: CMNS 154 or equivalent, plus computer literacy and Internet access.

Intended for students registered in the Tourism Management degree program, CMNS 354 is aimed at developing advanced skills in written and verbal communications, including technical writing, presentation skills, and information technology applications.

CMPT 152 3 credits (4,0,0) hrs 15 wks

Structured Programming

Introduction to programming logic and program design. This course concentrates on planning, designing and charting programs for business related problems. The course is a mix of theory and hands-on practical work using a modern programming language.

CMPT 154 3 credits (4,0,0) hrs 15 wks

Object Oriented Program II

Prerequisite: CMPT 153 with a minimum C grade or permission of the instructor.

Continuation of object-oriented programming and design using C++.

CMPT 155 3 credits (4,0,0) hrs 15 wks

Quantitative Methods for Managers

Prerequisite: Acceptance into the full-time program.

A survey of the basic quantitative tools used to aid decision making. Financial and statistical concepts, methods and applications will be examined.

Note: Prerequisites may be waived by permission of instructor.

CMPT 180 3 credits (4,0,0) hrs 15 wks

Microcomputer Applications I

Provides an orientation to microcomputers in business including; word processing, communicating with operating systems, and spreadsheets.

CMPT 182 3 credits (4,0,0) hrs 15 wks

Introduction to Systems

Provides a basic understanding of systems concepts and development of specific skills: form design, coding, flow charting, life-cycle phases and related written communication.

CMPT 184 3 credits (4,0,0) hrs 15 wks

Visual Basic

Prerequisite: BCOP 131 or CMPT 152 with a minimum C grade.

Application of object oriented visual development techniques to produce Windows applications. Also a foundation of the Windows programming tools.

Note: Prerequisites may be waived by permission of instructor.

CMPT 191 3 credits (4,0,0) hrs 15 wks

Accounting for Managers I

Develops an understanding of the elements of the accounting cycle. Introduces basic accounting concepts and procedures as a basis for financial decisions. Emphasis will be placed on accounting information, systems and control.

CMPT 222 3 credits (4,0,0) hrs 15 wks

Microcomputer Applications II

Prerequisite: CMPT 180 with a minimum C grade.

Provides a basic understanding of microcomputer concepts, hardware and software selection criteria, and system and application software. Provides hands-on experience with Windows, presentation graphics, and database management.

Note: Prerequisites may be waived by permission of instructor.

CMPT 223 3 credits (4,0,0) hrs 15 wks

Microcomputer Applications III

Prerequisite: CMPT 222 with a minimum C grade.

Students will explore advanced database concepts, including automation techniques, using popular Windows-based DBMS software. The following topics are included in the course: the planning, creation and maintenance of databases, the development of information retrieval techniques, the design and customization of forms, the creation and use of macros and modules in an automated system.

Note: Prerequisites may be waived by permission of instructor.

CMPT 230 3 credits (4,0,0) hrs 15 wks

Operating Systems

Prerequisite: CMPT 184 with a minimum C grade and either BCOP 214 or CMPT 223 with a minimum C grade.

Comprehensive knowledge of the widely used operating systems: UNIX, MS-DOS and Windows-NT. Some emphasis on file structures and recovery from hardware/software errors as well as the operating system's Job Control Language and Web server installation.

CMPT 289 3 credits (4,0,0) hrs 15 wks

Systems Implementation

Prerequisite: BCOP 231 with a minimum C grade.

A project-based course where students implement an on-line computer system applying analysis and design concepts from the system development life cycle.

Note: Prerequisites may be waived by permission of instructor.

CNSV 200 3 credits (3,3,0) hrs 15 wks

Biodiversity Inventory Techniques

Prerequisite: BIOL 111 and MATH 102.

This course introduces the student to current biodiversity inventory methodology, used in the Pacific Northwest. Emphasis is focused on local taxon.

Note: Prerequisites may be waived by permission of instructor.

COMM 290 4 credits (5.33,0,0) hrs 15 wks

Quantitative Methods for Business

A study of standard quantitative methods used in business and industry, including decision theory and basic probability. The study of computer software packages is included.

COMM 291 4 credits (6,0,0) hrs 15 wks

Applications of Statistics in Business

Prerequisite: C- or better in COMM 290

The methods and applications of statistics in business; continuous random variables; sampling; estimation of parameters; hypotheses testing and regression analysis.

COMM 292 4 credits (6,0,0) hrs 15 wks

Principles of Organizational Behaviour

Behaviour in organizations as it affects people or individuals, their relationships with others, their performance in groups and their effectiveness at work.

COMM 293 3 credits (4,0,0) hrs 15 wks

Financial Accounting

An introduction to the construction and interpretation of financial statements and reports including the balance sheet, income statement, statement of retained earnings and the statement of change in financial position.

COMM 294 3 credits (4,0,0) hrs 15 wks

Managerial Accounting

Prerequisite: C- or better in COMM 293.

Introduction to the development and use of accounting, information for management planning and control and the development of cost information for financial reports.

COMM 297 3 credits (4,0,0) hrs 15 wks

Capital Markets and Institutions

Introduction to the economic environment in which businesses operate including the role of the Bank of Canada. Analysis of domestic and international money markets and institutions and the basic capital asset valuation models.

COMM 392 3 credits (4,0,0) hrs 15 wks

Labour Relations

An introduction to union-management relations which includes the study of trade union history and structure, the collective bargaining process and labour legislation.

COMP 101 3 credits (3,0,1) hrs 15 wks

Computers & Their Application

Prerequisite: Math 11 with a minimum B grade, or a minimum C- grade in Math 095 or MATH 096.

An introduction to the basic concepts of computer hardware and software, operating systems, applications software and programming, and a study of some of the social and ethical implications of the increasing use of computers. Students will gain experience with a microcomputer operating system, various software packages including word processor and spreadsheet, and an interpreted programming language environment. Students will be introduced to the Internet, Web searching techniques and Web page development. The course also includes an introduction to problem solving, algorithm design and computer programming. This course serves as a good science option for students in Arts or Commerce.

Note: Although no formal Computing Science prerequisite is listed, students are expected to have reasonable keyboarding skills and to have some familiarity with the use of computers running Microsoft Windows.

COMP 120 3 credits (4,0,1.33) hrs 15 wks

Introduction to Computer Science

Prerequisite: Principles of Math 12 with a minimum B grade or MATH 105 with a minimum C- grade. Keyboarding skills and familiarity with Windows environment required.

An introduction to the development of algorithms, computer program design, program implementation and testing. The course also exposes students to the discipline of computer science. Topics include computer hardware and software, programming languages, representation and manipulation of data, numerical analysis, programming paradigms, and theory of computation.

COMP 125 3 credits (4,0,1.33) hrs 15 wks

Fundamentals of Computer Science

Prerequisite: COMP 120 with a minimum C- grade.

A study of software development, maintenance and documentation. Data abstraction and object-oriented programming are emphasized. Introduction to data structures, sorting and searching algorithms. The course further exposes students to the discipline of computer science. Topics include software engineering, modelling and simulation, programming paradigms, and theory of computation.

COMP 127 3 credits (4,0,1.33) hrs 15 wks

Principles of Computer Science

Prerequisite: COMP 120 with a minimum C- grade.

Fundamental computing concepts will be studied through the features of a functional programming language. Topics include recursion, complexity, abstraction, list processing, models of computation, object-oriented programming and design, programming paradigms, programming language evaluation and computation, and logic programming.

COMP 210 3 credits (4,0,1.33) hrs 15 wks

Data Structures and Abstraction

Prerequisite: COMP 125 with a minimum C- grade or COMP 127 with a minimum C- grade and MATH 116 with a minimum C- grade and MATH 124 with a minimum C- grade.

A study of frequently used data structures and algorithms for manipulating them. This course emphasizes abstract data types and generic abstraction in object-oriented programming. Topics include lists, stacks, queues, sets, tables, trees and graphs, recursion, searching, sorting and analysis of algorithms.

COMP 211 3 credits (4,0,1.33) hrs 15 wks

Computer Design and Architecture I

Prerequisite: COMP 125 or COMP 127 with a minimum C- grade and MATH 116 with a minimum C- grade and MATH 124 with a minimum C- grade.

An introduction to some fundamental concepts of computer design and architecture: data representation and coding, combinational and sequential digital logic, microprocessor operation, memory organizations and addressing schemes, instruction sets, assembly language, and operating system interfaces.

COMP 212 3 credits (4,0,1.33) hrs 15 wks

Computer Design and Architecture II

Prerequisite: COMP 211 with a minimum C- grade.

A study of the architecture and organization of current microprocessor-based computers, relating the instruction set architecture at the programmer's level of abstraction to the digital logic implementation at the hardware designer's level of abstraction.

COMP 213 4 credits (4,0,1.33) hrs 15 wks

Introduction to Software Engineering

Prerequisite: COMP 210 with a minimum C- grade.

An introduction to the concepts and practice of software engineering: systems analysis, user interface design, debugging, profiling, and testing methods, operating system interface, support tools and scripting languages, project management, user and system documentation.

CRIM 101 3 credits (4,0,0) hrs 15 wks

Introduction to Criminology

This course is intended to introduce students to the analysis of the relationship between crime and society. The core concept is that crime is embedded in social structure and process and therefore must be understood in relation to, rather than apart from, normal social activity. A variety of classical and contemporary perspectives on the definition, causes and consequences of crime will be explored and student analysis of contemporary issues involving crime in Canadian society will be encouraged.

CSS. 100 3 credits (4,0,0) hrs 15 wks

College Success - Academic and Personal Success

This course is co-taught by a learning specialist and a counsellor. Topics include: time management, memory techniques, stress management, reading a textbook with improved retention, test taking tips, note taking strategies, goal setting, communication skills, using College resources, and career exploration.

Note: Students may not enrol in CSS.100 and CSSF 105 concurrently.

CSSF 100 3 credits (4,0,0) hrs 15 wks

First Nations Strategies for Student Success

This course is designed to prepare students to make the transition into college level programs. Topics include: time management, memory techniques, stress management, presentation skills, critical thinking, reading a textbook with increased retention, test taking tips, note taking strategies, goal setting and using College resources.

Note: Students may not enrol in CSSF 100 and CSSF 105 concurrently.

CSSF 105 3 credits (4,0,0) hrs 15 wks

Reading and Study Skills

Students learn and adopt methods and attitudes that promote success in college. This course includes: Memory techniques, time management, goal setting, presentation skills, critical thinking, test taking and note taking. The reading component addresses problems college students have with textbook comprehension, vocabulary, critical reading and retaining information from texts.

Note: Students may not enrol in CSS. 100 and CSSF 105 concurrently.

CSSF 110 3 credits (4,0,0) hrs 15 wks

Reading Dynamics

Participants learn and practice flexible and efficient reading skills at the college level. Strategies for increasing speed, improving vocabulary, reading comprehension, memory, and critical thinking are also included.

DIGI 010 3 credits (8,4,0) hrs 8 wks
Computer Animation Basics
 This course will introduce the industry procedures used to create computer animation and special effects.

DIGI 020 3 credits (8,4,0) hrs 8 wks
Modeling and Texturing
 This course will introduce students to creating 3-D characters and props for use in video games and television/film.

DIGI 030 1.5 credits (4,2,0) hrs 8 wks
Character Design and Sculpture
 This course will help students learn how to improve their character design visualization skills through drawing and sculpture projects.

DIGI 311 6 credits (6,4,0) hrs 15 wks
3-D Character Animation I
 Students will learn basic animation principles and how to apply them to simple 3-D models. An emphasis will be placed on developing good timing and animation techniques including stretch and squash, arcs, weight, anticipation / action / reaction, overlapping and secondary action. Students will complete short animation exercises demonstrating these principles.

DIGI 312 4.5 credits (6,0,0) hrs 15 wks
3-D Design I
 The focus of this course is on the design and construction of three dimensional environments and characters. Students will learn the fundamental techniques of 3-D modeling, texturing and lighting.

DIGI 313 2.25 credits (3,0,0) hrs 15 wks
Drawing and Design I
 This course will help develop students' visualization, drawing and design skills related to animation production. Students will create a variety of work including characters, props and layout designs.

DIGI 314 2.25 credits (3,0,0) hrs 15 wks
Animation Principles I
 This course will introduce the principles and techniques of classical animation. Students will explore the roll of traditional animation techniques and their importance in computer generated films.

DIGI 315 3 credits (2,4,0) hrs 15 wks
Animation Production I
 The changing role of computers in animation production will be examined. Students will learn the fundamentals of computer operating systems and explore the use of technology in the development of animation productions.

DIGI 321 6 credits (6,4,0) hrs 15 wks
3-D Character Animation II
 Students will focus on the creation of believable character movement through acting, emotion and story. Sound and Lip Sync will be introduced to further develop students' animation techniques. A finished demo reel will be produced showcasing each student's character animation potential.

DIGI 322 4.5 credits (6,0,0) hrs 15 wks
3-D Design II
 Advanced problem solving, modeling, texturing and lighting will build on the student's ability to design and create professional quality 3-D characters and scenes. Students will create a design package of 3-D characters, props and layouts.

DIGI 323 2.25 credits (3,0,0) hrs 15 wks
Drawing and Design II
 Continued development of good drawing and design skills is fundamental to becoming a good animation designer. These classes will stress the creation of original character, prop and layout designs. An emphasis will be placed on character posing and creating a professional drawing portfolio.

DIGI 324 2.25 credits (3,0,0) hrs 15 wks
Animation Principles II
 Students will continue to work on the creation of traditional and computer animation using a variety of animation principles. An emphasis will be placed on acting and character animation.

DIGI 325 3 credits (2,4,0) hrs 15 wks
Animation Production II
 Final production of a short animated film and a demo-tape of animation will demonstrate the student's creative vision and artistic abilities.

EBM. 311 3 credits (6,0,0) hrs 10 wks
Business Models and Strategies
Prerequisite: BMKT161 and 45 credits.
 Principles of strategy, economics and entrepreneurship will be shaped for marketing using the Internet. Intrapreneurship, change management skills and business models complete the content.

EBM. 313 3 credits (6,0,0) hrs 10 wks
E-Marketing Tools
Prerequisite: BMKT 161 and 45 credits.
 This course is offered as an advanced level marketing subject and is the third of six courses comprising the E-Business Certificate program. The course provides an in-depth, practical and up-to-date look at all major aspects of marketing online. This includes short and

long-term payback, relationship building and combined management of marketing on and offline.

EBM. 315 3 credits (6,0,0) hrs 10 wks

E-Business Analysis and Administration

Prerequisite: EBM. 311 and 45 business credits.

This course is offered as an advanced level marketing subject and is the fifth of six courses comprising the E-business Certificate program. The course develops advanced analytical skills necessary to evaluate online strategic options. These include valuation of opportunities such as start-up investment, acquisition, partnerships, or online/offline synergies.

EBM. 316 3 credits (6,0,0) hrs 10 wks

E-Business Industry Project

Prerequisite: EBM. 311.

Conclusion: Capstone course. Incorporates theory, strategy, research and project management of an e-marketing business in a three credit team project. Real world events will shape decisions on this final course content.

ECON 100 3 credits (4,0,0) hrs 15 wks

Introduction to Economics

This course traces the development of, and conflicting views on, the nature of economic systems throughout history. It focuses on the historical development of capitalist society and the divergent interpretations of the operation of capitalism as found in the writings of such economists as Adam Smith, David Ricardo, Karl Marx, J.M. Keynes and Milton Friedman. It also deals with contemporary issues and such basic concepts as supply and demand.

ECON 111 3 credits (4,0,0) hrs 15 wks

Principles of Microeconomic Theory

This course presents a study of the theoretical constructs of consumer behaviour and the operation of business firms in the market economy under conditions of perfect competition, oligopoly, monopoly and monopolistic competition. Included is an evaluation of these different markets.

ECON 112 3 credits (4,0,0) hrs 15 wks

Principles of Macroeconomic Theory

Prerequisite: ECON 111.

This course presents a model of income determination and explains how the various parts of the macroeconomy are interrelated. Included is the study of the possible causes and solutions to unemployment and inflation and the importance of the international economy. Government fiscal and monetary policies are examined in detail.

ECON 207 3 credits (4,0,0) hrs 15 wks

Managerial Economics

Prerequisite: ECON 111 and 112.

This course is the application of microeconomic theory to a variety of management and planning decisions such as output maximization and cost minimization given the constraints faced by firms.

ECON 210 3 credits (4,0,0) hrs 15 wks

Money and Banking

Prerequisite: ECON 111 and 112.

This course is designed to facilitate an understanding of financial markets and financial institutions both in Canada and in other major industrial countries. The course will examine current issues in the regulation of financial institutions and analyze the factors behind the determination of exchange and interest rates.

ECON 211 3 credits (4,0,0) hrs 15 wks

Intermediate Microeconomic Analysis

Prerequisite: ECON 111 and 112, MATH 108 or 116/117.

This course presents an in-depth look at such topics as consumer behaviour, production, exchange, equilibrium of the firm under different market structures, factor markets, and economic welfare.

Note: Transfers to SFU as an unassigned credit.

Note: Students registered in the Commerce program will be given priority.

ECON 212 3 credits (4,0,0) hrs 15 wks

Intermediate Macroeconomic Analysis

Prerequisite: ECON 111 and 112, Math 108 or 116/117.

The course presents an in-depth look at such topics as income and employment theory, monetary theory, the open economy, economic fluctuations and growth.

Note: Transfers to SFU as an unassigned credit.

ECON 250 3 credits (4,0,0) hrs 15 wks

Economic History of the Pre-Industrial Era

Prerequisite: ECON 111 and 112.

This course provides a broad sweep of economic history from the Old Stone Age to the Industrial Revolution. The economies of the prehistoric era, the river civilizations, classical antiquity and Europe in the middle ages are studied, while emphasis is placed on the transition from feudalism to early forms of capitalism in Europe.

Note: Students cannot receive credit for both ECON 250 and the former ECON 120.

ECON 252 3 credits (4,0,0) hrs 15 wks

Economic History of the Industrial Era

Prerequisite: ECON 111 and 112.

This course provides a study of the Industrial Revolution and subsequent economic growth in the context of several countries, including Canada. Contrast is made between the paths of development of today's industrial economies and those nations now attempting to industrialize.

Note: Students cannot receive credit for both ECON 252 and the former 121.

ECON 290 3 credits (4,0,0) hrs 15 wks

Public Policy I

Prerequisite: ECON 111 and 112.

The course involves an examination of current government microeconomic policies, including resource management, utility regulation and pricing, international trade, income distribution, taxation, education and health care.

ECON 291 3 credits (4,0,0) hrs 15 wks

Public Policy II

Prerequisite: ECON 111 and 112.

The course involves an examination of current government macroeconomic policies, including fiscal and monetary policies, debt management policies, international finance and exchange rate management, federal provincial relations, etc.

EDUC 155 4.5 credits (6,0,0) hrs 15 wks

Childhood Development

Course material spans the period from conception through the preschool years and examines physical, cognitive, language, and social-emotional growth and development. An introductory study of theories, principles of development, and child study techniques is included.

EDUC 166 2.25 credits (3,0,0) hrs 15 wks

Child Development I

An introductory study of theories and principles of development focusing on conception through 24 months.

Note: Part-time programs only.

EDUC 167 2.25 credits (3,0,0) hrs 15 wks

Child Development II

Theories, principles of development and child study techniques focusing on physical, cognitive, language and social-emotional growth and development from 24 through 60 months.

Note: Part-time programs only.

EDUC 170 1.5 credits (2,0,0) hrs 15 wks

Interpersonal Skills

An introductory course in which students focus on the development of self awareness and increased understanding of others. Students will learn basic communication concepts and practice skills which contribute to effective interpersonal relationships.

EDUC 171 1.5 credits (2,0,0) hrs 15 wks

Caring and Learning Environments

This course introduces the student to various programs for young children. The role of the Early Childhood Educator, learning environments and the value of play are examined.

EDUC 172 1.5 credits (2,0,0) hrs 15 wks

Guiding Young Children I

This course develops a theoretical framework of guidance principles and techniques which support children's optimal development.

EDUC 173 3 credits (6,3,0) hrs 10 wks

Curriculum Development I

Based on the philosophy that play provides the foundation for children's growth and development, this experiential workshop course focuses on learning environments, curriculum planning, and teaching strategies.

EDUC 175 1.5 credits (2,0,0) hrs 15 wks

Observing and Recording

A course which develops skill in objectively observing and recording the behaviour of young children. Weekly supervised observations form the major part of the course. Different kinds of observational techniques are explored. The uses of teacher observations are examined.

EDUC 176 3 credits (4,0,0) hrs 15 wks

Applied Theory - Practicum I

This introductory practicum is arranged by the College. It provides the student with opportunities to observe young children and, at a beginning level, to plan, implement and evaluate activities under the supervision of a qualified sponsor teacher. Weekly seminar discussions help students integrate theory and practice.

EDUC 177 4.5 credits (6,0,0) hrs 15 wks

Observing and Recording/Applied Theory - Practicum I

The student will develop skill in observing, recording and documenting the behaviour of young children. Based on observations, the student will begin to interpret behaviours and develop program strategies while participating in this introductory practicum.

Note: Part-time programs only.

EDUC 220 1.5 credits (2,0,0) hrs 15 wks

Health, Safety and Nutrition

Through the use of lecture, videos and assignments, the student will be able to recognize the common signs and symptoms of childhood illness and plan health care appropriate to a centre setting, recognizing situations requiring emergency care; understand the role of healthy eating as it relates to normal child development within the context of the preschooler's daily life and environment; and follow valid nutrition guidelines for their own optimum health.

EDUC 254 3 credits (4,0,0) hrs 15 wks

Theoretical Perspectives

This course provides an introduction to the history and philosophy of ECCE. Major contemporary issues are examined. International childcare is discussed.

EDUC 256 1.5 credits (6,0,0) hrs 5 wks

Working with Young Children in Inclusive Group Settings

Prerequisite: EDUC 155 or EDUC 166/167 and EDUC 276.

The student will learn to select and to use appropriate assessment materials and intervention strategies for working with children who require extra support. A family-centred approach will be taken.

EDUC 262 1.5 credits (3,0,0) hrs 10 wks

Special Education

Prerequisite: Basic ECE Certificate.

Students will develop an awareness of the early childhood educator's role and responsibility in preparing a safe and healthy environment that meets the needs of children requiring extra support. The course will examine the history and current perspectives on inclusion and family-centred approaches.

Note: Special Needs Certificate Program.

EDUC 270 1.5 credits (2,0,0) hrs 15 wks

Introduction to Working with Families

This course is designed to develop a beginning understanding of an effective relationship between the Early Childhood Educator and the child's family. Community resources will be researched.

EDUC 271 1.5 credits (2,0,0) hrs 15 wks

Introduction to Centre Organization

An introductory look at some of the administrative aspects of operating a centre for young children. This course assumes a knowledge of curriculum and daily program planning, and identifies necessary functions relating indirectly to children; e.g., handling finances, hiring staff, leadership and management, cleaning and maintenance, policies and procedures, etc. Provincial

legislation regulating child care is examined. Steps to opening a centre will also be discussed.

EDUC 272 1.5 credits (2,0,0) hrs 15 wks

Guiding Young Children II

This course will extend the student's repertoire of guidance/teaching techniques. The focus is on responding to the needs of the individual child, on promoting a positive self concept and on fostering prosocial behaviour.

EDUC 273 3 credits (4,0,0) hrs 15 wks

Curriculum Development II

Prerequisite: EDUC 173.

The student will acquire further knowledge, experience and skill in planning, implementing and evaluating learning environments for groups of children.

EDUC 276 4 credits (5.33,0,0) hrs 15 wks

Applied Theory - Practicum II

This is a five-week, full-time practicum. If taken, however, on a part-time basis, the same number of hours are required. Working with a qualified Early Childhood Educator students extend their competencies in program planning and evaluation. Weekly seminar discussions focus on integrating theory and practice.

EDUC 277 4 credits (5.33,0,0) hrs 15 wks

Applied Theory - Practicum III

This is, generally, a five-week, full-time practicum. If taken, however, on a part-time basis, the same number of hours are required. In this practicum, students integrate and consolidate knowledge and skills gained throughout the program. The student will be involved in all aspects of providing quality care and education for young children.

EDUC 350 2 credits (2.66,0,0) hrs 15 wks

Advanced Child Development

This course will focus on the similarities and differences of typical and atypical development of young children.

EDUC 351 2 credits (3,0,0) hrs 15 wks

Family, School and Community

The teacher/family/community partnership will be examined with the focus being on families with infants, toddlers and children who need extra support.

EDUC 352 2 credits (2.66,0,0) hrs 15 wks

Centre Operations

The student will gain knowledge of the broad concepts and principles involved in the effective administration and management of a child care centre and the skill required to fulfill the role of a manager/director/administrator.

EDUC 353 1.5 credits (2,0,0) hrs 15 wks

Program Planning for Infants and Toddlers

The focus will be on planning schedules, routines, space and program activities for infants and toddlers. Individual and small group activities which promote self esteem, language, social behaviours, and self-help skills will be planned. Goal setting and effective guidance will be discussed.

EDUC 354 2 credits (3,0,0) hrs 15 wks

Program Planning for Special Needs

Prerequisite: ECCE Basic Certificate, Post-Basic EDUC 262.

This course will examine strategies for collaborating with parents, adapting programs, implementing individual intervention goals and helping children to communicate with one another.

EDUC 355 1.5 credits (2,0,0) hrs 15 wks

Physical Care and Safety

The student will develop an awareness of the Early Childhood Educator's role and responsibility in preparing a safe, healthy environment, and in planning routine procedures for infants and toddler to ensure their needs will be met.

EDUC 356 3 credits (0,0,0) hrs 15 wks

Infant and Toddler Practicum

Prerequisite: Completion of ECE basic program and 500 hours of work experience.

Through work experience in an infant/toddler centre the student learns and practises how to protect, support and enrich the lives of young children.

EDUC 357 3 credits (0,0,0) hrs 15 wks

Infant and Toddler Practicum

Prerequisite: Completion of ECE basic program and 500 hours of work experience.

This practicum focuses on working with parents and the evaluation of a quality program. These broader aspects of group care are central to the provision of quality care for infants and toddlers.

EDUC 358 3 credits (0,0,0) hrs 15 wks

Special Needs Practicum

Prerequisite: Completion of ECE basic program and 500 hours of work experience.

Under the guidance of a qualified Special Needs Early Childhood Educator the student practises how to program activities which include children who need extra support.

EDUC 359 3 credits (0,0,0) hrs 15 wks

Special Needs Practicum

Prerequisite: Completion of ECE basic program and 500 hours of work experience.

This practicum focuses on working with parents and the evaluation of a quality program. Students refine their skills of inclusive programming for groups of children.

ELCT 103 2 credits (4,0,0) hrs 12 wks

Wardrobe Management

Prerequisite: Grade 12 completion or equivalent.

This course reviews ways in which efficient theatre and costume departments are organized and operated.

ELCT 104 4.5 credits (4,4,0) hrs 12 wks

Costume Cutting and Construction

Prerequisite: Grade 12 completion or equivalent.

This course will familiarize students with the functioning of a production costume shop. The primary focus will be on standard techniques and procedures in costume construction in both theatre and film.

ELCT 105 2 credits (2,2,0) hrs 12 wks

History of Costume (Introduction)

Prerequisite: Grade 12 completion or equivalent.

This course will cover the evolution of costumes throughout the ages and sets the groundwork for understanding the historical and social relevance of costumes. It will concentrate on form and material used in costume making.

ELCT 106 9 credits (17,4,0) hrs 13 wks

Basic Makeup for Film

Prerequisite: Grade 12 completion or equivalent.

This course is intended as an introductory level course and is designed to provide the student with the skills necessary to begin a career in film or television makeup.

ELCT 107 15 credits (25,0,0) hrs 14 wks

Entry Level Film Electrical Course

Prerequisite: Grade 12 completion or equivalent.

This course familiarizes students with the terminology and equipment used in film lighting departments as well as types of lighting and light sources.

ELCT 109 15 credits (25,0,0) hrs 14 wks

Entry Level Grip Course

Prerequisite: Completion of grade 12 or equivalent.

This course will help the student develop the skills and knowledge required to work effectively as an entry-level motion picture grip.

ELCT 110 3 credits (0,0,10) hrs 6 wks

Film Costumer Practicum

Prerequisite: ELCT 103.

Students are granted credit for successful project work in the planning, preparation and execution of the duties of a film costumer.

ELCT 111 2 credits (4,0,0) hrs 12 wks

Advanced History of Costume

Prerequisite: ELCT 105.

This course continues the study of the evolution of costume throughout the ages and lays the groundwork for understanding the historical and social relevance of costumes.

ELCT 112 2 credits (4,0,0) hrs 12 wks

Advanced Wardrobe Management

Prerequisite: ELCT 103.

This course reviews ways in which efficient theatre and costume departments are organized and operated.

ELCT 113 4.5 credits (4,4,0) hrs 12 wks

Advanced Costume Cutting and Construction

Prerequisite: ELCT 104.

This course is the advanced component of the costume cutting and construction course.

ENGL 010 3 credits (4,0,0) hrs 15 wks

Language Skills

Prerequisite: See information on English Diagnostic Test in the Registration section of the College Calendar.

An intensive course in basic language skills to enable the student to meet the demands of an academic college program. Curriculum will evolve from the assessed needs of the students. This course is not transferable to the universities. A student will receive credit or no credit (not a letter grade) for the course. Certain sections of ENGL 010 may be designed for the needs of students of English as a Second Language.

ENGL 100 3 credits (4,0,0) hrs 15 wks

Composition

Prerequisite: See information on English Diagnostic Test in the Registration section of the College Calendar.

A course in the fundamentals of good writing, giving students intensive practice in writing for a variety of purposes, with emphasis on the essay form. Progressively increasing emphasis is given to effective organization and development of material. Research techniques and documentation are taught. Problems in mechanics of writing are dealt with individually, in group discussion and by revision of essays. Certain sections of ENGL 100 may be designed for the needs of students of English as a Second Language.

ENGL 103 3 credits (4,0,0) hrs 15 wks

Studies in Contemporary Literature

Prerequisite: See information on English Diagnostic Test in the Registration section of the College Calendar.

A study of selected and representative literature, including poetry, fiction, and drama from the 20th and 21st centuries. Works studied will be chosen for their intrinsic literary merit and may, in certain sections, also reflect a particular theme of significance in the contemporary world. (When material is selected for theme, the issue under consideration will be announced during the registration period.) The chief aim of the course, beyond broadening the student's understanding and appreciation of literature, is to encourage original responses in well-developed oral and written criticism.

Note: While ENGL 100 is not a prerequisite, competence in essay writing and research is expected.

ENGL 104 3 credits (4,0,0) hrs 15 wks

Fiction

Prerequisite: See information on English Diagnostic Test in the Registration section of the College Calendar.

A study of selected short stories and novels of intrinsic literary merit from the 20th and 21st centuries. The chief aim of the course, beyond broadening the student's understanding and appreciation of literature, is to encourage original responses to literary expression in well-developed oral and written criticism.

Note: While ENGL 100 is not a prerequisite, competence in essay writing and research is expected.

ENGL 105 3 credits (4,0,0) hrs 15 wks

Poetry

Prerequisite: See information on English Diagnostic Test in the Registration section of the College Calendar.

A study of selected major and significant minor 20th and 21st century poets whose poetry is of intrinsic literary merit. The chief aim of the course, beyond broadening the student's understanding and appreciation of literature, is to encourage original responses to literary expression in well-developed oral and written criticism.

Note: While ENGL 100 is not a prerequisite, competence in essay writing and research is expected.

ENGL 106 3 credits (4,0,0) hrs 15 wks

Drama

Prerequisite: See information on English Diagnostic Test in the Registration section of the College Calendar.

A study of selected and representative plays primarily of the 20th century. The chief aim of the course, beyond broadening the student's understanding and appreciation of literature, is to encourage original responses to literary expression in well-developed oral and written criticism.

Note: While ENGL 100 is not a prerequisite, competence in essay writing and research is expected.

ENGL 190 3 credits (4,0,0) hrs 15 wks

Creative Writing

Prerequisite: See information on English Diagnostic Test in the Registration section of the College Calendar.

An intensive workshop course designed to help students develop expressive skill and craftsmanship in poetry, fiction, and drama. Students must have good compositional skills and are required to write extensively in their chosen genre (approximately 10 hours per week). They will also develop an awareness, through written practice, of at least one of the other genres. Students are required to submit their writing regularly for group discussion. Students will be encouraged to develop their work to the point where it would become acceptable for publication.

ENGL 191 3 credits (4,0,0) hrs 15 wks

Creative Writing

Prerequisite: See information on English Diagnostic Test in the Registration section of the College Calendar.

A continuation of ENGL 190.

ENGL 200 3 credits (4,0,0) hrs 15 wks

English Literature to 1660

Prerequisite: Any combination of two first-year English courses.

A study of texts in all major genres by representative authors, from the medieval period to the middle 17th century. This course will provide the student with a broad historical and critical frame of reference, and the opportunity to study selected major works in detail.

Note: Prerequisites may be waived by permission of instructor.

ENGL 201 3 credits (4,0,0) hrs 15 wks

English Literature Since 1660

Prerequisite: Any combination of two first-year English courses.

A course similar to ENGL 200, but covering the later period since 1660.

Note: Prerequisites may be waived by permission of instructor.

ENGL 202 3 credits (4,0,0) hrs 15 wks

Canadian Literature - Beginnings to Modernism

Prerequisite: Any combination of two first-year English courses.

A study of texts in all major genres from the origins of Canadian literature into the modernist era. This course will investigate various motifs and forms of writing which have evolved through early Canadian literature and which continue in contemporary work.

Note: Prerequisites may be waived by permission of instructor.

Note: This course serves as a Canadian Studies credit.

ENGL 203 3 credits (4,0,0) hrs 15 wks

Canadian Literature - Modernism and Beyond

Prerequisite: Any combination of two first-year English courses.

The continuation of ENGL 202, becoming more intensive in the investigation of individual, major, contemporary authors of poetry, novels and plays in Canada. This course will study the emergence of significant contemporary motifs and approaches to writing.

Note: Prerequisites may be waived by permission of instructor.

Note: This course serves as a Canadian Studies credit.

ENGL 205 3 credits (4,0,0) hrs 15 wks

Modern American Literature

Prerequisite: Any combination of two first-year English courses.

A course which explores the works of major representative authors from the late 19th century to the present day. Students will closely examine selected texts as literary achievements and set them within the history of American literature and the framework of American culture.

Note: Prerequisites may be waived by permission of instructor.

ENGL 208 3 credits (4,0,0) hrs 15 wks

Studies in Fiction (The Novel)

Prerequisite: Any combination of two first-year English courses.

A study of the novel from various perspectives which consider the evolution and diversity of the novel as a literary form. Texts and critical approaches may vary from section to section. The aims of the course are to give the student an awareness of the cultural context in which the novel came into being and became popular, and to study selected texts closely.

Note: Prerequisites may be waived by permission of instructor.

ENGL 209 3 credits (4,0,0) hrs 15 wks

Studies in Poetry

Prerequisite: Any combination of two first-year English courses.

A study of individual poets or schools of poetry selected by the instructor and drawn from any era between Chaucer's time and the present. Prosody, poetic forms, and critical approaches will be studied, as well as the historical and cultural contexts of the poems and of poetic movements. The aims of the course are to increase the student's knowledge of the craft of poetry and to study selected texts closely.

Note: Prerequisites may be waived by permission of instructor.

ENGL 210 3 credits (4,0,0) hrs 15 wks

Studies in Drama

Prerequisite: Any combination of two first-year English courses.

A study of dramatic literature from various perspectives: The examination of dramatic types from various periods with reference to the history and development of dramatic forms, of sub-genres of drama, of techniques in dramatic literature and performance, and of the relationship of literary text to performance. Major plays from various periods and national theatres will be considered. The aim of the course is to increase the

student's knowledge of drama as an art form which has evolved out of literary and cultural history and out of performance.

Note: Prerequisites may be waived by permission of instructor.

ENGL 211 3 credits (4,0,0) hrs 15 wks

Studies in Short Fiction

Prerequisite: Any combination of two first-year English courses.

A study of the development of the short story and novella form, through an exploration of the cultural and literary history in which the genre developed and through a detailed analysis of representative texts. Texts and critical approaches may vary from section to section, although examples from both the 19th, 20th and 21st centuries will be studied. The aim of the course is to give the student an understanding of the development of the genre in context and of writers of major significance to the genre.

Note: Prerequisites may be waived by permission of instructor.

ENGL 212 3 credits (4,0,0) hrs 15 wks

Traditions in Western Literature

Prerequisite: Any combination of two first-year English courses.

A study of the literary traditions in which western literature has developed. The course studies influential works of literature (often in translation) from various periods and countries with reference to mythology, religion, and history. Emphasis will be placed on the way in which these works have helped to form western literary convention and a western construction of history. The aim of the course is to familiarize the student with these traditions so the student may understand how western literature has evolved, and to present to the student an objective history of literary convention against which to read literature.

Note: Prerequisites may be waived by permission of instructor.

ENGL 213 3 credits (4,0,0) hrs 15 wks

Readings in World Literature

Prerequisite: Any combination of two first-year English courses.

A course in world literature beyond the western tradition. The specific focus will be announced at the time of registration.

Note: Prerequisites may be waived by permission of instructor.

ENGL 290 3 credits (4,0,0) hrs 15 wks

Creative Writing - Poetry

Prerequisite: ENGL 190 and 191.

An intensive workshop in the writing of poetry, concentrating on furthering the student's knowledge of current poetic forms while at the same time increasing awareness of her or his own voice, her or his individual ground for writing, and the development of her or his own poetic. Students will be expected to read a variety of contemporary work, both poems and statements that poets have made about their own poetics. Students will have the opportunity to try a variety of forms, for instance, the short lyric, the serial poem, narrative verse, prose poetry.

Note: Prerequisites may be waived by permission of instructor.

ENGL 291 3 credits (4,0,0) hrs 15 wks

Creative Writing - Fiction

Prerequisite: ENGL 190 and 191.

An intensive workshop in the writing of fiction. The course will concentrate on furthering the student's knowledge of the state of current fiction and give students the opportunity to develop an awareness of voice, rhythm, dialogue, diction, character, and point-of-view. Students will be expected to read a variety of works of contemporary fiction and to discuss various techniques. They will have the opportunity of trying out these techniques in both short and extended forms of fiction.

Note: Prerequisites may be waived by permission of instructor.

ENSC 500 4.5 credits (4,3,0) hrs 15 wks

Applied Ecology

Approaches to applying ecological concepts to the critical analysis of a variety of environmental issues and problems are examined through discussions, lectures, small group work, written assignments and field/laboratory investigations. Teams of students undertake field work in a nearby watershed to complete an ecological profile of the study area. An in-depth assignment allows each student to focus on an environmental topic of personal interest.

ENSC 501 4.5 credits (4,3,0) hrs 15 wks

Environmental Toxicology and Waste Management

An applied examination of the effects of toxic substances on living organisms with particular focus on the aquatic environment. Tools used to measure adverse effects and to predict harm to organisms are examined. Measurement, monitoring and remediation techniques for environmental contaminants in air and soil are also examined. The course includes laboratory, field and classroom components.

ENSC 502 3 credits (4,0,0) hrs 15 wks

Applied Environmental Ethics

This course deals with values and ethical issues as they pertain to the relationship between humans and the natural world. Concepts and methods of critical moral/values reflection are introduced and a variety of theories of ecological morality are considered. These 'tools' are then used to explore specific environmental issues. Knowledge and skills needed for communication, critical analysis, and team work are emphasized and applied through interactive practice assignments and student presentations on elected topics. The course is intended to assist students in (a) identifying, 'unpacking' and understanding ethical issues; (b) clarifying personal ethical positions; and (c) both understanding and formulating their personal and professional roles with respect to environmental ethics/action.

ENSC 503 3 credits (4,0,0) hrs 15 wks

Environmental Law

This course deals with the law and legal issues associated with the environment. Aspects of environmental law including jurisdictional issues, courts and the legal system, environmental litigation and the evolving role of First Nations are introduced. Skills necessary for legal research, critical analysis, written and verbal presentations, and team work are emphasized and applied through student presentations on selected topics. Students will be strongly encouraged to conduct their research and develop their presentations in innovative and imaginative ways.

ENSC 504 3 credits (4,0,0) hrs 15 wks

Environmental Planning and Project Management

An introduction to basic management skills and approaches which have practical value in environmental planning and decision-making. Critical thinking, risk management, project planning, proposal preparation, budget management and community involvement in environmental planning will be discussed.

ENSC 505 3 credits (4,0,0) hrs 15 wks

Environmental Impact Assessment

An examination of the Environmental Impact Assessment (EIA) process as a tool in environmental decision making. This course will review current Canadian federal and provincial procedural requirements as well as local and international applications. Representative field methods, the relationship between EIA and other regulatory processes, integration of EIA and social issues, and the role of public involvement will also be used as focal points for discussion.

ENSC 506 3 credits (4,0,0) hrs 15 wks

Ecosystem Sustainability

Introduction to advanced tools for assessing complex ecosystem challenges. Students will use applied systems analysis, simulation modelling, technical workshops, and other tools for tackling issues related to ecosystem sustainability. Working as an integrated team, the class will devise recommendations for improving sustainability in a local watershed; results will be presented in a variety of formats, including a public forum for local decision-makers and watershed residents.

ENSC 507 3 credits (4,0,0) hrs 15 wks

Computer Applications in Environmental Science

An introduction to the use of computers for network communication, simulation modelling and geographically-based information storage in environmental science. Students will develop skills in the use of spreadsheets for recording and manipulating data, prepare a Web page, work with simple simulation models, and learn the basics of geographic information systems (GIS) with applications to environmental information using PAMAP GIS in the computer lab.

ENSC 508 3 credits (4,0,0) hrs 15 wks

Seminar: Select Topics in Environmental Science I

This seminar will provide a contemporary perspective on the field of environmental science and how students can develop their careers within it. Building on contributions of guest speakers with different backgrounds and perspectives, students will investigate career opportunities and critically examine their own situations. Students will be exposed to a wide range of current environmental trends, topics and career opportunities. Students will examine the knowledge and skills needed in contemporary environmental practice and consider how that information can guide their personal professional development.

ENSC 509 3 credits (4,0,0) hrs 15 wks

Seminar: Selected Topics in Environmental Science II

A continuation of ENSC 508, this seminar will provide opportunities to investigate themes such as problem solving and critical thinking in environmental science through interactions with guest speakers and investigation of selected topics or cases. Topics will be chosen on the basis of student interest, current environmental issues, and the availability of guest speakers.

ENSC 510 4.5 credits (6,0,0) hrs 16 wks

Field Studies

Prerequisite: ENSC 500 - ENSC 509.

Practical experience in project development, data collection and analysis, and report preparation. Working at a site in the Vancouver area, small teams of students prepare technical proposals to address specific environmental problems, undertake data collection and analysis in the field and laboratory, and complete formal reports documenting their work and results. Study findings are also presented at a public forum.

ENSC 511 4.5 credits (6,0,0) hrs 15 wks

Environmental Science Practicum

Prerequisite: ENSC 500 - ENSC 509.

The practicum is a period of work on a real-world environmental project with a sponsor organization from the private, government or non-profit sectors. The practicum provides students with the opportunity to apply their new knowledge and experience to an extended assignment. Students work with their practicum coordinator during the fall and winter terms to prepare their résumés and portfolios and to seek potential practicum opportunities for completion during the summer term. Students sponsored by an employer may be able to fulfil this requirement under supervision in their normal place of employment.

ENSJ 155, 205, 255, 305, 355, 405, 455

1 credit (1.33,0,0) hrs 15 wks

Jazz Choir

By audition only.

Rehearsal and performance in one of Capilano College's Jazz Choirs. The intent of the class is to build group singing abilities in such areas as phrasing, blending and intonation.

Note: Performances are a mandatory part of the course.

ENSJ 120,170 1 credit (1.33,0,0) hrs 15 wks

Guitar/Bass Ensemble I, II

Performance in guitar/bass ensemble for the development of sight reading and phrasing skills. Emphasis will be on single-note reading in all areas of the neck. Credit from this course is not applicable to the Degree program.

ENSJ 135, 185, 235, 285, 335, 385, 435, 485

1 credit (1.33,0,0) hrs 15 wks

Jazz Ensemble I, II, III, IV

By audition only.

Participation in the Capilano College large Jazz Ensemble for development of phrasing and sight reading skills.

Note: Performances are a mandatory part of the course.

ENSJ 136, 186, 236, 286, 336, 386, 436, 486

1 credit (1.33,0,0) hrs 15 wks

Instrumental Ensemble I, II, III, IV, V, VI, VII, VIII

By audition only.

Students rehearse in small "like instrument" ensembles under an instructor's supervision in preparation for a number of performances.

Note: Performances are a mandatory part of the course.

ENSJ 140, 190, 240, 290, 340, 390, 440, 490

1 credit (1.33,0,0) hrs 15 wks

Percussion Ensemble I, II, III, IV, V, VI, VII, VIII

An ensemble comprised exclusively of percussion instruments of both definite and indefinite pitch. Students will develop their sight reading and interpretive skills.

Note: Performances are a mandatory part of the course.

ENSJ 220, 270, 320, 370

1 credit (1.33,0,0) hrs 15 wks

Guitar/Bass Ensemble III, IV, V, VI

Prerequisite: ENSJ 170 or audition.

A performance ensemble comprised primarily of bassists and guitarists. Students will develop their sight reading and interpretive skills.

ENSJ 306, 356, 406, 456

1 credit (1.33,0,0) hrs 15 wks

Jazz Vocal Ensemble, I, II, III, IV

By audition only.

This course includes performance of various styles of a cappella and accompanied vocal ensemble repertoire with an emphasis on jazz literature and small group performance, i.e. one singer per part.

ENSM 100 1 credit (4,0,0) hrs 15 wks**Choir - Ensemble I**

An exploration of choral music from the Renaissance to the present. Emphasis will be placed on ensemble, tuning, tone quality, musical phrasing, balance, diction and professional presentation. A varied concert program will be learned and several performances will be given each semester. An audition is required.

ENSM 150 1 credit (4,0,0) hrs 15 wks**Choir - Ensemble II**

A continuation of ENSM 100.

ENSM 200 1 credit (4,0,0) hrs 15 wks**Choir - Ensemble III**

A continuation of ENSM 150.

ENSM 250 1 credit (4,0,0) hrs 15 wks**Choir - Ensemble IV**

A continuation of ENSM 200.

ESL. 031 3 credits (4,0,0) hrs 15 wks**Lower Intermediate Speaking and Listening**

This course helps students develop the listening and speaking skills required for entry into the Upper Intermediate Level. Course topics include idioms, formal/informal English, oral reports, listening practice, vocabulary and pronunciation.

ESL. 038 3 credits (4,0,0) hrs 15 wks**Lower Intermediate Reading and Vocabulary**

The focus of this course is on the development of basic reading, comprehension and vocabulary skills while learning skimming and scanning, identifying main ideas, using the dictionary, using context clues, and understanding and stating pronoun referents.

ESL. 039 3 credits (4,0,0) hrs 15 wks**Lower Intermediate Writing and Grammar**

This course prepares students with the grammar and writing skills required for higher level courses such as ESL. 049.

ESL. 041 3 credits (4,0,0) hrs 15 wks**Upper Intermediate Speaking and Listening**

This course helps students develop the listening and speaking skills required for entry into the Advanced Level. Course topics include idioms, impromptu speeches, oral reports, relaxed conversational forms, pronunciation, and listening practice.

ESL. 048 3 credits (4,0,0) hrs 15 wks**Upper Intermediate Reading and Vocabulary**

This course is designed to improve students' reading comprehension and vocabulary in preparation for the Advanced Level. Course topics include identifying main ideas and details, vocabulary development, word families and context clues.

ESL. 049 3 credits (4,0,0) hrs 15 wks**Upper Intermediate Writing and Grammar**

This course helps students develop the grammar and writing skills required for the Advanced Level. Stress is on sentence structure, grammar, and short writing assignments.

ESL. 051 3 credits (4,0,0) hrs 15 wks**Lower Advanced Listening and Speaking**

This course assists students in developing the listening and speaking skills required for entry into the Upper Advanced Level. The focus is on idioms, relaxed speech structures, listening to lectures and note taking, oral presentations, rhythm, stress and intonation.

ESL. 054 3 credits (4,0,0) hrs 15 wks

Intermediate Pronunciation

In this course students will learn to discover, recognize and use English word stress, sentence stress, intonation patterns, and high frequency vowels and consonants.

ESL. 058 3 credits (4,0,0) hrs 15 wks

Lower Advanced Reading and Vocabulary

This course introduces students to reading skills and vocabulary development at the Advanced Level. Stress will be placed on improving comprehension, increasing reading speed, using context clues and making inferences.

ESL. 059 3 credits (4,0,0) hrs 15 wks

Lower Advanced Writing and Grammar

This course introduces more complex grammatical structures used in controlled and free paragraph writing. It prepares students for the sentence and writing skills required for ESL. 069.

ESL. 061 3 credits (4,0,0) hrs 15 wks

Upper Advanced Listening and Speaking

This course assists students in developing the listening and speaking skills required for entry into College Preparatory English courses. The focus will be on the comprehension and discussion of academic lecture material, idioms and relaxed speech structures, oral reports, debates, listening improvement, rhythm, and intonation.

ESL. 062 3 credits (4,0,0) hrs 15 wks

Advanced Speaking and Listening for Business

This course is only open to students in the Office Assistant program. This course assists students in improving their communications skills up to the level required for working in a business office environment.

ESL. 066 3 credits (4,0,0) hrs 15 wks

TOEFL Preparation I

This course helps students improve their TOEFL scores. Students will learn how to enhance their grammar, as well as the listening and reading skills needed for the TOEFL test and other English proficiency tests.

ESL. 067 3 credits (4,0,0) hrs 15 wks

Advanced Reading and Vocabulary for Business

This course assists students in developing their vocabulary and reading skills up to the level required for working in a business office environment.

Note: This course is only open to students in the Office Assistant program.

ESL. 068 3 credits (4,0,0) hrs 15 wks

Upper Advanced Reading and Vocabulary

This course is designed to raise students' reading and vocabulary skills to the level where they can enter College Preparatory English courses. Focus will be on recognizing different types of writing, organizational patterns, identifying point of view and making inferences.

ESL. 069 3 credits (4,0,0) hrs 15 wks

Upper Advanced Writing and Grammar

The emphasis in this course is on composing at the paragraph level. The aim of this course is to bring ESL students' writing skills up to the level required for College Preparatory English courses.

ESL. 071 3 credits (4,0,0) hrs 15 wks

College Preparatory English Level I - Listening and Speaking

This course helps students improve their oral and listening skills to prepare them for college studies. Students will practise speaking through oral reports, summarizing, and debates. Through group work, both formal and informal speech patterns will be explored. Vocabulary development will also be stressed as students incorporate new words and expressions in their speech.

ESL. 074 3 credits (4,0,0) hrs 15 wks

Advanced Pronunciation

In this course students will refine English word stress, sentence stress, intonation patterns, sound/spelling patterns, as well as production/recognition of syllables and word endings.

ESL. 076 3 credits (4,0,0) hrs 15 wks

TOEFL Preparation II

A continuation of ESL. 066, this course focuses not only on advanced grammar, reading and listening comprehension, but also on essay writing skills.

ESL. 078 3 credits (4,0,0) hrs 15 wks

College Preparatory English Level I - Reading and Vocabulary

This course introduces the ESL student to the basic reading and vocabulary skills necessary for entry into the University Transfer and Career/Vocational divisions. Focus will be on reading comprehension at the literary, inferential and critical levels. Course material will include sample texts from various content areas.

ESL. 079 3 credits (4,0,0) hrs 15 wks

College Preparatory English Level I - Writing and Grammar

This course will focus on the paragraph as the standard medium for written communications. It will also introduce students to the essay as the standard medium for academic writing. The course will continue to refine the usage of all grammatical structures.

ESL. 081 3 credits (4,0,0) hrs 15 wks

College Preparatory English Level II - Listening and Speaking

Students will learn to gain confidence in public speaking and listening to academic lectures. Various rhetorical techniques, such as debating, will be introduced. Through group work and formal presentations, students will have many opportunities to become more effective speakers and listeners.

ESL. 088 3 credits (4,0,0) hrs 15 wks

College Preparatory English Level II - Reading and Vocabulary

This course continues the development of reading and vocabulary skills necessary for entry into the university transfer and career/vocational divisions. The stress will be on inferencing skills, context clues and critical reading. Students will work with sample reading texts from various content areas.

ESL. 089 3 credits (4,0,0) hrs 15 wks

College Preparatory English Level II - Writing and Grammar

This course assists students in achieving proficiency in writing essays at pre-college and pre-university level with a minimum of ESL errors. Students will develop strategies for a variety of essay requirements for college and university courses.

ESL. 098 3 credits (4,0,0) hrs 15 wks

College Preparatory English Level III - Reading and Vocabulary

The primary aim of this course is to provide ESL students with the necessary reading skills for entry into the University Transfer and Career/Vocational divisions. The focus of this course will be on academic reading strategies, determining an author's tone/point of view and critical reading. Sample readings from various content areas will be used.

ESL. 099 3 credits (4,0,0) hrs 15 wks

College Preparatory English Level III - Writing and Grammar

This course refines students' awareness of the strategies for a variety of essay structures required for college and university courses. The course will also focus on sequencing of ideas, essay organization skills, summa-

rizing, paraphrasing, critical reading, evaluating sources and preparing a 1,000-word processed research paper.

ESLF 020 15 credits (20,0,0) hrs 15 wks

ESL - Upper Beginner Intensive

This intensive 20-hour per week course provides students with basic language skills to the Lower Intermediate level. It includes reading (paragraphs, forms, materials from daily life), vocabulary building (word parts, using a dictionary), grammar (accurate and meaningful use of structures), writing (at the sentence level), listening (comprehending simple questions, statements, commands and expressions of courtesy), speaking (basic communicative exchanges), and pronunciation (vowels, consonants, stress).

ESLF 030 15 credits (20,0,0) hrs 15 wks

ESL - Lower Intermediate Intensive

This intensive 20-hour per week course provides students with basic language skills to the Upper Intermediate level. It includes reading (skimming and scanning, predicting, drawing conclusions), vocabulary building (word structure, synonyms and antonyms), grammar (accurate and appropriate use of structures), writing (simple sentences), listening (learned elements in standard content areas), speaking (initiating and responding to simple statements, handling a variety of task-oriented and social situations), and pronunciation (word stress, sentence stress, rhythm, intonation).

ESLF 040 15 credits (20,0,0) hrs 15 wks

ESL - Upper Intermediate Intensive

This intensive 20-hour per week course provides students with basic language skills to the Lower Advanced level. It includes reading (skimming and scanning, predicting, drawing conclusions), vocabulary building (word structure, synonyms and antonyms), grammar (meaningful and appropriate use of structures), writing (compound sentences), listening (discussions on a variety of topics), speaking (general conversations, social situations, levels of speech), and pronunciation (vowels, consonants, word stress and rhythm).

ESLF 050 15 credits (20,0,0) hrs 15 wks

ESL - Lower Advanced Intensive

This intensive 20-hour per week course provides students with language skills to the Upper Advanced level. It includes reading (improving comprehension, improving speed, using context clues), vocabulary building, grammar (form and appropriate use), writing (controlled and free paragraph writing), listening (lectures, note taking, understanding details of discussions on a variety of topics), speaking (idioms, relaxed speech structures, group discussions), and pronunciation (rhythm, stress and intonation).

ESLF 060 15 credits (20,0,0) hrs 15 wks

ESL - Upper Advanced Intensive

This intensive 20-hour per week course provides students with advanced language skills to the College Preparatory Level I. It includes reading (relating reading to own knowledge, determining accuracy of information), vocabulary building (expanding vocabulary recognition skills, context clue knowledge, making inferences), grammar (accurate and appropriate use of structures), writing (complex sentences, narrative/descriptive paragraphs), listening (lectures, note taking, oral presentations), speaking (handling complicated tasks and social situations, discussions, narration techniques, debates), and pronunciation (pause fillers, rate of speech, improving diction).

ESLF 070 12 credits (16,0,0) hrs 15 wks

ESL College Preparation I - Intensive

Prerequisite: ESLF 060.

This intensive 16-hour per week course is the first level of three in the College Preparatory English program. It includes reading (using grammar knowledge to decode meaning and recognize stereotypes, biases and clichés; identifying supporting details for main ideas; determining accuracy and distinguishing between important and unimportant information), vocabulary building (expanding knowledge of word structure and context clues), grammar (self-correcting frequent grammatical and word choice errors), writing (writing expository essays; supporting and developing academic topics), listening (comprehending and discussing academic lectures), speaking (using technical vocabulary, idioms and relaxed speech structures; practicing oral reporting and summarizing), and pronunciation (rhythm and intonation).

FILM 100 2 credits (3,0,0) hrs 12 wks

Film Development and Production

An analysis of each phase of pre-production and production from story conception to the end of shooting.

FILM 101 4.5 credits (3,2,3) hrs 12 wks

Working in Film Crafts

This course provides the student with an understanding of the film industry's organization structure, unions and their prerequisites for employment and issues related to self-employment and independent contracting.

FILM 102 1.5 credits (3,0,0) hrs 12 wks

Film Post-Production

This course features an in-depth analysis of each phase of post production. The process is followed as it moves through various stages including laboratory processing, film and video editing, sound editing, opticals and titles and re-recording.

FILM 103 2 credits (3,0,0) hrs 12 wks

Screenplay Analysis and Breakdown

A review of how the screenwriter develops ideas and forms them into a screenplay and how the production team analyzes then breaks down the screenplay for shooting.

FILM 104 2 credits (3,0,0) hrs 12 wks

The Business of Film Production

A study of the business practices, economics and the decision-making processes employed in the film industry. Students will examine organizational systems, structure and contractual relationships and analyze management practices, production planning, distribution, publicity and implications of change in the industry.

FILM 105 4.5 credits (2,2,4) hrs 12 wks

Understanding Film Crafts

Virtually all crafts employed in film production are examined and students are given an opportunity for hands-on experience. Crafts studied include: grip, gaffer, scenic painter, production coordination, costuming, script supervision, props, art direction, set decoration, film make-up and more.

FILM 106 4.5 credits (2,2,4) hrs 12 wks

The Directors - Roles of Assistant Directors

An examination of and experience with the roles of the third, second and first assistant directors, location personnel and production managers on the working set.

FILM 107 4.5 credits (2,2,4) hrs 12 wks

Cinematography - Roles of Camera Assistants

A study of the roles of the first and second camera assistants, camera operators, directors of photography and others involved in the camera department.

FILM 110 2 credits (4,0,0) hrs 12 wks

Lighting and Camera for Film

This is a technical course that provides hands-on training in the use of lighting, grip, and camera equipment in film production.

FILM 201 3 credits (4,1,0) hrs 12 wks

Motion Picture Directing

Prerequisite: Completion of first year Professional Film Studies program, or equivalent.

This course is designed to explore the director's role in the professional world of dramatic film and television production.

FILM 202 3 credits (4,1,0) hrs 12 wks

Producing The Motion Picture

Prerequisite: Completion of first year Professional Film Studies program, or equivalent.

This course is designed to explore the producer's role in dramatic film and television production.

FILM 203 3 credits (4,1,0) hrs 12 wks

Advanced Motion Picture Editing

Prerequisite: Completion of first year Professional Film Studies program, or equivalent.

This course introduces the student to both the creative and technical aspects of motion picture editing.

FILM 204 3 credits (4,1,0) hrs 12 wks

Motion Picture Screenwriting

Prerequisite: Completion of first year Professional Film Studies program, or equivalent.

This course explores the creative aspects of writing the screenplay, examines formatting techniques and evaluates the screenplay for production purposes.

FILM 205 3 credits (4,1,0) hrs 12 wks

Advanced Motion Picture Screenwriting

Prerequisite: FILM 201.

This course continues the exploration of the creative aspects of writing the screenplay.

FILM 206 3 credits (4,1,0) hrs 12 wks

Advanced Motion Picture Directing

Prerequisite: FILM 201.

This course continues the exploration of the director's role in film and television production.

FILM 207 6 credits (0,0,10) hrs 12 wks

Motion Picture Practicum

Prerequisite: Completion of Advanced Film Studies first semester.

Students are granted credit for successful project work.

FILM 208 3 credits (4,1,0) hrs 12 wks

Post-Production Supervision

Prerequisite: FILM 203.

This course introduces the student to scheduling and supervising the post production of a dramatic film or video project.

FILM 209 3 credits (8,2,0) hrs 6 wks

Advanced Motion Picture Producing

Prerequisite: FILM 202.

This course continues the study of the producer's role in film and television dramatic production.

FREN 100 3 credits (4,1.75,0) hrs 15 wks

Beginning French I

FREN 100 is for absolute beginners and those who do not have Grade 11 French or the equivalent. It provides an intensive introduction to the French language, enhanced by computer practice, and an introduction to francophone culture. It aims to develop proficiency in all areas of communication: listening, reading, speaking, and writing. With FREN 101, it constitutes Grade 11 French.

FREN 101 3 credits (4,1.75,0) hrs 15 wks

Beginning French II

Prerequisite: FREN 100.

This course, together with FREN 100, covers high school French Grades 8, 9, 10 and 11 and prepares the student for FREN 120, equivalent to Grade 12 French.

FREN 120 3 credits (4,1.75,0) hrs 15 wks

University Preparatory French I

Prerequisite: FREN 100/101 or French 11.

FREN 120 together with FREN 121 constitutes Grade 12 French. The comprehensive approach to this course consists of instruction in basic grammar and the development of students' speaking, understanding and writing skills. Computer and conversation practice are included as is familiarization of francophone culture.

Note: Prerequisites may be waived by permission of instructor.

FREN 121 3 credits (4,1.75,0) hrs 15 wks

University Preparatory French II

Prerequisite: FREN 120 with a minimum C- grade.

This course, together with FREN 120, constitutes Grade 12 French. A continuation of FREN 120, this course is designed to give a limited fluency in speaking and reading as well as writing skills.

Note: Prerequisites may be waived by permission of instructor.

FREN 170 3 credits (4,1.75,0) hrs 15 wks

First Year University French I

Prerequisite: Grade 12 French, FREN 120/121.

FREN 170 should be taken after Grade 12 core French by all students intending to proceed to a major or honours program at another institution. It continues the linguistic development of the student by means of grammar revision, weekly written and oral exercises, compositions and appreciation of francophone literature. With French 171, it corresponds to First Year University French. Students who have studied French Immersion for seven years or more or students with native-like speaking ability in French should register in FREN 180/181.

Note: Prerequisites may be waived by permission of instructor.

FREN 171 3 credits (4,1.75,0) hrs 15 wks

First Year University French II

Prerequisite: FREN 170 with a minimum C- grade.

A continuation of the work done in FREN 170.

Note: Prerequisites may be waived by permission of instructor.

FREN 180 3 credits (4,1.75,0) hrs 15 wks

First Year University French for Immersion Students I

Prerequisite: French 12 and seven years of French Immersion.

This course is designed to help former immersion students further develop their knowledge of French grammar, literature and culture. It should be taken by all immersion students intending to proceed to a major or honours program at another institution. With French 181 it corresponds to First Year University French.

Note: Prerequisites may be waived by permission of instructor.

FREN 181 3 credits (4,1.75,0) hrs 15 wks

First Year University French for Immersion Students II

Prerequisite: FREN 180.

A continuation of work done in French 180.

Note: Prerequisites may be waived by permission of instructor.

FREN 270 3 credits (4,1.75,0) hrs 15 wks

Second Year University French I

Prerequisite: FREN 170/171 with a minimum C grade.

This advanced course, which corresponds to second year University French, is an introduction to a variety of fiction and non-fiction texts (short stories and poems) by francophone authors. It offers a review of French grammar aimed at developing writing skills through practice in composition, translation and exercises. Videos and music will enhance students' awareness of francophone culture.

Note: Prerequisites may be waived by permission of instructor.

Note: This course serves as a Canadian Studies credit.

FREN 271 3 credits (4,1.75,0) hrs 15 wks

Second Year University French II

Prerequisite: FREN 270 with a minimum C grade.

A continuation of the work of FREN 270.

Note: Prerequisites may be waived by permission of instructor.

Note: This course serves as a Canadian Studies credit.

FSCI 050 1 credit (0,0,0) hrs 0 wks

Fish Habitat Assessment Workshop

This workshop is designed to introduce participants to the Watershed Restoration program Fish Habitat Assessment Procedure (FHAP). The workshop is taught over a two day period and is offered at various locations throughout B.C.

FSCI 100 3 credits (4,0,0) hrs 15 wks

Introduction to Salmonid Biology

Identification (adults and juveniles), external and internal structures and their functions, life cycles and reproduction, osmoregulation, food organisms, water quality requirements, habitat, ecological role. Emphasis on practical applications in the field.

FSCI 101 3 credits (4,0,0) hrs 15 wks

Fish Culture I

An introduction to the theory and techniques used in the fresh water culture of salmon and trout. Course content covers collection, incubation and rearing of salmonids. The major emphasis is on hatchery production of salmonids for commercial aquaculture and enhancement purposes.

FSCI 102 3 credits (4,0,0) hrs 15 wks

Fish Culture II

A continuation of FSCI 101. This course examines the intensive culture of salmonids reared in the marine environment. Content includes an introduction to the marine environment, smolt transport, salt water adaptation, cage culture and harvesting and processing.

FSCI 103 3 credits (4,0,0) hrs 15 wks

Water Quality

An introduction to water quality with respect to intensive salmonid culture. Course content examines water quality parameters that impact on fish production and methods for measuring these parameters.

FSCI 105 3 credits (4,0,0) hrs 15 wks

Salmonid Nutrition, Feeding and Growth

An introductory course in the applied aspects of salmonid nutrition. Course content includes nutritional requirements of cultured salmonids, feed formulation and manufacture, feeding methods and strategies, biology of growth and growth estimation.

FSCI 106 3 credits (4,0,0) hrs 15 wks

Fish Health

An introduction to the science of fish health. This course examines the pathogens that frequently infect cultured salmonids. Course content examines the various groups of pathogens and methods used to prevent, minimize the impact or treat these pathogens.

FSCI 120 3 credits (4,0,0) hrs 15 wks

Computers in Fisheries

Introduction to Windows environment; basics of word processing, spreadsheet and data management programs using an integrated package such as Microsoft Office.

FSCI 140 3 credits (4,0,0) hrs 2 wks

Field Practicum I

Practicums involve the student working for a 10-day period at a fish culture facility. The student will be involved in the daily activities of these facilities working with fish culture staff.

FSCI 141 3 credits (4,0,0) hrs 2 wks

Field Practicum II

Practicums involve the student working for a 10-day period at a fish culture facility. The student will be involved in the daily activities of these facilities working with fish culture staff.

FSCI 150 3 credits (4,0,0) hrs 15 wks

Streamkeepers I - Introduction to Watershed Stewardship

(Introduction to Watershed Stewardship) Basic techniques for watershed mapping; stream survey; identification of impacts; assessments of stream condition based on physical characteristics, water quality and invertebrates. Introduction to stream and riparian restoration. The emphasis is on urban stream environments and the methods to assess and develop management and rehabilitation strategies.

FSCI 190 4.5 credits (6,0,0) hrs 15 wks

Fisheries Techniques I

A techniques course that introduces the student to methods and procedures used in the field to evaluate aquatic habitat and rearing salmonid populations. Topics include planning and procedures using current Resource Inventory Committee (RIC) standards; juvenile fish trapping; enhancement methods; recording and reporting data. Emphasis on practical applications in the field.

FSCI 191 4.5 credits (6,0,0) hrs 15 wks

Fisheries Techniques II

A techniques course that introduces the student to methods and procedures used in the field to evaluate adult salmonid populations in freshwater habitats. Topics include: adult enumeration and capture methods including tagging methods; spawning assessment and production potential; enhancement methods; recording and reporting data. Emphasis on practical applications in the field.

FSCI 192 3 credits (6,6,0) hrs 15 wks

Aquatic Habitat Rehabilitation

Review of fish habitat requirements; installation of boulder weirs; large woody debris, fry cover, spawning gravel, off-channel habitat, etc.; restoration methods for machine accessible and for remote locations; safety considerations; timing of work; preparation of proposals; permitting process.

FSCI 200 3 credits (4,0,0) hrs 15 wks

Biology of Salmonids

This course is designed to introduce the students to the biology of the fish species found in the subfamily Salmoninae (Salmon, Trout and Charr). Course content will deal with evolution, identification, life history, ecology, basic anatomy and physiology of these animals.

FSCI 211 3 credits (32.5,0,0) hrs 2 wks

River Hydraulics and Habitats

This 10-day field school will focus on the hydraulics and habitats of flowing water. Course content emphasizes stream geomorphology, open channel hydraulics, stream habitat assessment and design.

Note: This workshop is offered at Sechelt and Squamish during August and September.

GEOG 100 3 credits (4,0,0) hrs 15 wks

Human Geography: People, Places and Cultures

Different cultures in different landscapes are compared and contrasted to our own. This course examines the many issues of human population, perception of the environment, diffusion of ideas, and cultural aspects of resource use and urban growth, to give students a view into the many concerns on the human side of geography.

GEOG 101 3 credits (4,0,0) hrs 15 wks

Environmental Geography: Perception and Change

There are numerous environmental issues that reach a crisis from time to time. This course examines how we perceive the environment, our lifestyles, and how our attitudes affect the environment. Such issues include our use of water, the food we eat, herbicides and pesticides, and our overall use of energy. This is an excellent course for those concerned about the world we live in. Lectures, seminars, informal discussions, and audiovisual materials are used to make students aware of, examine and analyze some of the most serious concerns in the world today. The environment is in jeopardy from our actions — what can we do about it?

GEOG 102 3 credits (4,0,0) hrs 15 wks

Environmental Geography: Global Concerns

The focus of this environmental course is the recognition that environmental issues are not restricted to isolated regions; rather, they have become global crises. Acid rain, the greenhouse effect, depletion of the world's resources are but a few of the examples illustrating the global scale of our environmental problems. Identifying and understanding the processes responsible for the problems are most important; however, finding solutions is also critical to this course.

GEOG 106 3 credits (4,0,0) hrs 15 wks

British Columbia: A Regional Analysis

A body of information that is frequently missing from our education is that of the province in which we live. This course informs you about B.C. — its physical environment, the risks of living in this province, the variety of peoples, and the economics involved in its resources. From an economic, political, historical, and cultural perspective one learns that contemporary problems are frequently a function of the past. For those interested in business, teaching, or wanting a basic knowledge of B.C., this is an excellent course.

Note: This course also serves as Canadian Studies credit to SFU and is a component of the Professional Development program for teachers.

GEOG 108 3 credits (4,0,0) hrs 15 wks

Canada: A Nation of Regions

The understanding of Canada and Canadians is becoming more important to our economic and social well-being. This course examines Canadian problems and issues in terms of the different regions in Canada. Topics include the changing economy, cultural diversity, urban growth, and resource management, as we focus on the Maritimes, Quebec, Ontario, the Western provinces, and the Northern frontier.

Note: This course also serves as Canadian Studies credit to SFU and is a component of the Professional Development program for teachers.

GEOG 112 3 credits (4,2,0) hrs 15 wks

Introduction to Earth Environments

An introductory, physical geography course about the earth's various landforms. Plate tectonics, volcanism, weathering and erosion will be explained in order to understand how a landscape develops. Studies of glacial, coastal and fluvial features will be placed in a Canadian context. Environmental changes due to human activities will also be emphasized.

Note: Both GEOG 112 and GEOG 114 are lab science courses and fulfil university science requirements. GEOG 112 can be taken either prior to, or after GEOG 114. It is not recommended that they be taken concurrently.

GEOG 114 3 credits (4,2,0) hrs 15 wks

Weather and Climate

An introductory, physical geography course about our atmosphere. Principles of meteorology and climatology will be explained in order to understand the weather we experience daily and seasonally. Further studies will examine how the atmosphere is connected with the world's oceans and plant communities, and how humans are modifying these natural environments. Emphasis will be placed on Canadian examples.

Note: Both GEOG 114 and GEOG 112 are lab science courses and fulfil university science requirements. GEOG 114 can be taken either prior to, or after GEOG 112. It is not recommended that they be taken concurrently.

GEOG 200 3 credits (4,0,0) hrs 15 wks

Technology and Economic Environments

An examination of the concepts and themes of economic geography in terms of production and consumption. The traditional primary, secondary, tertiary and quaternary divisions in economic geography are reviewed in terms of contemporary issues. The purpose of this course is to illustrate the importance of economic processes and tools to understand our environment.

GEOG 201 3 credits (4,0,0) hrs 15 wks

Urban Studies

More and more of us are living in an urban world. This course is designed to examine problems and issues that arise with urban living; including psychological problems, the cost of housing, transportation issues, slums, suburban living, and the future direction of cities.

While this course uses local examples, it also draws on examples from other cities in the world. This course approaches these topics through field trips into the city, slides, films, and field research. Urban studies leads to careers in urban planning, real estate, land management, architecture, and urban politics as well as stimulating general community awareness.

GEOG 202 1.5 credits (2,0,0) hrs 15 wks

Urban Field Studies

Prerequisite: Prerequisite or Corequisite: GEOG 201

The course is designed to engage students in the practical application of urban planning. Using principles from urban geography and urban planning, students will become acquainted with the development of an Official Community Plan, while working in partnership with planners from the local district planning office. The course involves field study work and attendance at district public meetings. This is an excellent course for those interested in urban and/or regional planning or those intending to continue in Geography.

Note: Prerequisites may be waived by permission of instructor.

GEOG 205 3 credits (4,0,0) hrs 15 wks

Asia Pacific Geography

This course examines the Asia Pacific region in terms of its social, economic, physical, historical and political geography. The emphasis is placed on the historical development and present day relationships in both East and Southeast Asia. This course introduces the concept of the Pacific Century and recognizes British Columbia's position on the Pacific. This is an excellent course for those interested in the past, present and future of the Asia Pacific region and especially for those considering a business career in this region.

GEOG 214 3 credits (4,0,0) hrs 15 wks

Our Atmospheric Environment

Prerequisite: GEOG 114.

This course will provide an intermediate understanding of the processes at work in our atmospheric environment. Broad topics to be covered are atmospheric energy, moisture, and winds. These concepts will be applied to phenomena such as urban climates and air pollution at the small scale, weather and forecasting at the intermediate scale, and climate change, ozone depletion, and El Niño/Southern Oscillation on a global scale. This course will involve lectures, labs, and field work.

Note: Prerequisite may be waived by permission of instructor.

GEOG 221 3 credits (4,2,0) hrs 15 wks

Map and Airphoto Interpretation

Prerequisite: At least one other Geography course.

This is a second year course that is essential for those intending to make Geography their academic major. It is also appropriate for those considering careers in environmental studies, forestry, geology, archaeology, history, and other disciplines that rely extensively on maps and air photos. This course uses lectures, labs, and field work to cover the basic principles of map and photo interpretation, surveying and satellite imaging. Both human and physical landscapes will be analysed. Students will undertake a research project on a Lower Mainland neighbourhood. The project will involve archival research, census data analysis, and field studies. It will examine how this information can be displayed through the use of various mapping techniques.

GEOL 110 3 credits (4,2,0) hrs 15 wks

Physical Geology

Prerequisite: None. However, experience in secondary level chemistry and physics will contribute greatly to mastering physical geology.

This course views the Earth as a heat engine which continuously recycles air, water and solid earth materials. It examines how nature's recycling of these materials results in both the origin and the eventual transformation of igneous, sedimentary and metamorphic rocks. Next, it investigates how lithospheric plates interact with each other and with external recycling (atmospheric and hydrospheric cycles). Finally it considers ways people may best adapt to these ever-changing Earth environments and act as stewards of Earth's environments and resources.

GEOL 111 3 credits (4,2,0) hrs 15 wks

Historical Geology

Prerequisite: GEOL 110.

This course examines the methods geologists use to deduce the origin, age and evolution of Earth and its life. These methods are then used to investigate how Earth's lithosphere, hydrosphere and atmosphere evolved before giving rise to life, and how ever since, life has interacted with land, water and air. Next, the origin and growth of our home continent and adjacent ocean basins are studied. Finally, the processes and events that shaped (and are still shaping) our immediate environment are looked at in more detail. Uses and abuses of Earth resources and environments since the arrival of human beings also form part of the course.

Note: GEOG 112 may be accepted as a prerequisite with instructor recommendation.

Note: This course serves as a Canadian Studies credit.

GERM 100 3 credits (4,1.75,0) hrs 15 wks

Beginning German I

A comprehensive introduction to the German language: comprehension and speaking are reinforced through reading, writing and computer programs. Films, tapes, activities, etc. help develop an awareness of the cultures of German-speaking countries.

GERM 101 3 credits (4,1.75,0) hrs 15 wks

Beginning German II

Prerequisite: GERM 100 with a minimum C grade or German 11.

This course is a continuation of GERM 100 and must be taken in order to realize first year level college/university German. GERM 101 should be taken, whenever possible, in the term following GERM 100.

Note: Prerequisites may be waived by permission of instructor.

GERM 200 3 credits (4,1.75,0) hrs 15 wks

Intermediate German I

Prerequisite: GERM 101 with a minimum C+ grade, or Grade 11 or 12 German. Placement tests are available.

GERM 200 reviews basic German grammar and usage, and introduces students to modern German literature. It aims, through the discussion of the cultures and concerns of the German-speaking peoples, to increase the ability to communicate in the fullest sense of the term.

Note: This course may not be offered every year.

Note: Prerequisites may be waived by permission of instructor.

GERM 201 3 credits (4,1.75,0) hrs 15 wks

Intermediate German II

Prerequisite: GERM 200 with a minimum C grade or German 12. Placement tests are available.

Continues the review and development of German language skills at the Intermediate level. Together with GERM 200 it completes the requirements for second year college/university German.

Note: This course may not be offered every year.

Note: Prerequisites may be waived by permission of instructor.

HIST 100 3 credits (4,0,0) hrs 15 wks

History of the Ancient World

This course examines a range of topics including the origins of civilization in Egypt and Mesopotamia, the civilizations of Ancient Greece and Rome, the origins and development of Judaism and the early Christian Church.

HIST 102 3 credits (4,0,0) hrs 15 wks

Europe from the Reformation to the French Revolution

A survey of European history beginning with the 16th century Protestant Reformation and including absolutism, the scientific revolution, the Enlightenment, the old regime and the French Revolution.

HIST 103 3 credits (4,0,0) hrs 15 wks

Europe in the 19th and 20th Centuries

Topics include the Industrial Revolution, the rise of political ideologies, social classes, nationalism and imperialism, the Russian Revolution, the two world wars, the inter-wars period, and the cold war era.

HIST 108 3 credits (4,0,0) hrs 15 wks

Issues and Themes in U.S. History: 1607-1877

American history from 1607 to 1877 examines the development of the United States from early settlement through the Civil War era. Emphasis is placed on the evolution of American politics, race relations, economic and social trends, and western expansion.

HIST 109 3 credits (4,0,0) hrs 15 wks

Issues and Themes in U.S. History: 1865 - Present

U.S. history from 1865 to the present. A study of the development of America as a world power after the Civil War. Special emphasis is given to U.S. foreign policy, domestic politics, social history, and urbanization.

HIST 110 3 credits (4,0,0) hrs 15 wks

Canada Before Confederation

A study of Aboriginal-European relations, New France and British North America. Special emphasis is placed on issues and ideas which have been significant in the creation of Canada and, in particular, the making of Canadian society before 1867.

Note: This course serves as a Canadian Studies credit.

HIST 111 3 credits (4,0,0) hrs 15 wks

Canada Since Confederation

This course examines the development of Canada since 1867. In particular it emphasizes prosperity and poverty; class, gender, aboriginal, and regional relations; French-English tensions; the influence of the United States; and Canada in the world community.

Note: This course serves as a Canadian Studies credit.

HIST 205 3 credits (4,0,0) hrs 15 wks

British Columbia

From the first contact between First Nations and Europeans in the 18th century to the present, this course analyses the main issues that have affected British Columbians. It also examines some aspects of the development of the North Shore.

Note: This course serves as a Canadian Studies credit.

HIST 207 3 credits (4,0,0) hrs 15 wks

Europe in the Middle Ages and Renaissance

This course covers a colourful and creative period in European history from the 3rd to the 15th century. Topics include the late Roman Empire and rise of Christianity, monasticism and the church, feudal society and politics, the rise of towns, the crusades, the Black Death, and the art, culture and society of Renaissance Italy.

HIST 208 3 credits (4,0,0) hrs 15 wks

Canadian - American Relations

This Canadian history course examines the major events and themes that have shaped the Canadian-American relationship. From the American Revolution, the war that ultimately created both countries, to recent years, we analyze the influence that the United States has had on Canada.

Note: This course serves as a Canadian Studies credit.

HIST 209 3 credits (4,0,0) hrs 15 wks

History of the First Nations of Canada

Using ethno-historical approaches, this course examines the history of Canadian Indian, Inuit and Metis peoples. It gives particular emphasis to the attitudes, practices, policies and experiences that have shaped native-white relations and affected native peoples from 1450 to the present.

Note: This course serves as a Canadian Studies credit.

HIST 210 3 credits (4,0,0) hrs 15 wks

Introduction to Japanese History, 1550 - 1950

This course will trace the developments that allowed Japan to become a major country in the twentieth century. Topics include the Tokugawa Shogunate, the Meiji Restoration, industrialization, militarism, World War II, and the Allied occupation.

HORT 101 5 credits (6,4,0) hrs 15 wks

Introductory Horticulture

This course details commercial horticulture in B.C., covers basic plant science theory, deals with work site safety and develops basic horticultural skills including the use and proper care of hand tools, power equipment, day to day greenhouse operations, planting and watering techniques. Students must participate in a three-day orientation field trip near the beginning of this course. Students also participate in a WCB certified Occupational First Aid Level I and WHMIS training.

HORT 102 5 credits (6,0,0) hrs 15 wks

Plant Materials I

An introduction to woody and herbaceous ornamentals including deciduous trees and shrubs, conifers, broadleaf evergreens, bulbs, and ground covers. This course emphasizes identification, landscape values and environmental requirements of the plant materials studied.

HORT 103 2 credits (3,1,0) hrs 15 wks

Growing Media and Fertilizers

This course is designed to provide students with the media science knowledge necessary for the production and maintenance of plants in the greenhouse, nursery and landscape.

HORT 105 2 credits (3,1,0) hrs 15 wks

Plant Production

Designed to acquaint students with greenhouse and nursery production systems and methods. Topics will include: plant propagation, greenhouse production and nursery stock production. Students will successfully produce a number of specific greenhouse and nursery crops.

HORT 106 2 credits (3,1,0) hrs 15 wks

Landscape Irrigation and Drainage

This course is designed to familiarize the student with the basics of turf and drip irrigation systems as well as basic landscape drainage systems. Students learn how to install, operate and maintain landscape irrigation systems.

HORT 107 0 credits (0,1,0) hrs 15 wks

Park & Tilford Gardens Practicum I

This is an optional landscape maintenance work experience at Park and Tilford Gardens. The objectives of the practicum are to develop a professional work ethic, to master basic gardening skills and to learn to complete tasks effectively and in a timely manner.

HORT 108 1.5 credits (1.5,3,0) hrs 15 wks

Landscape Design

A highly practical introductory course in design theory and practices; plan reading and revisions; and basic design skills. Course materials are presented by means of lectures, visuals, projects and specific practicum labs.

HORT 109 4 credits (6,0,0) hrs 15 wks

Plant Materials II

A continuation of HORT 102 with the emphasis on conifers, broadleaf evergreens, annuals and perennials.

HORT 110 3 credits (3,1,0) hrs 15 wks

Turfgrass Management

An introductory turfgrass course dealing with the selection of grasses for turfs, turfgrass installation, and maintenance (includes fertilization, irrigation, moving, cultivation, pest control practices) for residential and large area turfs.

HORT 111 1 credit (3,1,0) hrs 15 wks

Business Practices

Deals with business establishment, business organizations, business operations, landscape estimating, quotations and contracts. Job search, job applications, résumés, and interviews are also discussed.

HORT 112 5 credits (4.5,4,0) hrs 15 wks

Landscape Installation and Maintenance

A largely applied course covering plant installation and common landscape maintenance practices. Landscape installation topics include: site preparation, use of aggregates, and construction of walks, steps, retaining walls, fences, trellises, and use of paving materials. Maintenance topics include: pruning, planting and transplanting, pest management, mulches, and methods of fertilization. Students write the B.C. Government Domestic Dispenser and Landscape Applicator pesticide certification examinations. The majority of the course time is spent on field installation and maintenance work.

HORT 114 0 credits (0,1,0) hrs 15 wks

Park & Tilford Gardens Practicum II

A continuation of HORT 107.

HORT 115 1.5 credits (1.5,3,0) hrs 15 wks

Basic Landscape Drafting

An introduction to the basic drafting skills and site evaluation methods as they are used in the landscape industry. Course topics include: basic drafting skills and equipment, site measuring, plan reading, landscape graphic presentation and introduction to quantity take-offs.

HSA. 110 1.5 credits (2,0,0) hrs 15 wks

Work Role: Concepts in Home Support

This course provides an introduction to community care, the home support industry and the role of the Home Support Worker. Students also learn home management skills needed for beginning home support practice.

HSA. 112 1.5 credits (2,0,0) hrs 15 wks

Special Needs in Home Support

This course builds upon other course materials and provides an introduction to the basic concepts and approaches involved in the care of clients experiencing changes in mental functioning. Students also learn the role of the Home Support Attendant in special needs family situations.

HSRC 101 3.75 credits (10,0,0) hrs 13 wks

Health and Healing: Concepts for Practice

This course provides students with the opportunity to develop a theoretical framework for practice. Students will examine significant philosophical beliefs and theoretical understandings underlying competent practice as a home support/resident care attendant. The course will focus on the concepts and principles related to health and healing across the lifespan, as well as aspects of caregiving that promote individual health and healing.

HSRC 110 1.5 credits (10,0,0) hrs 3 wks

Work Role: Introduction to Continuing Care

This course provides students with an introduction to the role of the home support attendant and the resident care attendant in continuing care areas. The course builds on the content of other courses and further develops the knowledge, attitudes and values required for competent practice as a home support/resident care attendant.

HSRC 111 7 credits (0,6,1.5) hrs 11 wks

Clinical Skills

This practical course focuses on the acquisition and application of caregiving skills aimed at maintaining and promoting comfort, safety and independence for individuals in the home or in a continuing care facility. Students spend one day per week in the College health lab learning the practical skills needed to work with clients/residents. Field trips are included in this course to increase student's awareness of community facilities. Students spend two weeks in an intermediate care facility and approximately 14 days on an extended care and home support practicum supervised by a clinical instructor. Assignments are integrated with the lab instruction and course work. All clinical placements are arranged by the College.

HSRC 113 4.75 credits (0,0,160) hrs 5 wks

Home Support/Resident Care Practicum

This five-week course provides the student with an opportunity to work with a health care team in selected continuing care and special care facilities, as well as home support agencies. Select supervised experiences will emphasize the application and integration of knowledge and skills learned in other courses. The clinical experience provides an opportunity for the student to become better prepared to take on the role of a home support/resident care attendant. Opportunities will be provided for the learner to gain increased self confidence in the work setting and to become socialized as a member of the health care team.

IBUS 321 3 credits (4,0,0) hrs 15 wks

International Business

Prerequisite: 45 post-secondary credits.

This course will be a blend of lectures, case studies and discussions of current events affecting business. Students will learn the terminology of international business and the process managers go through in "internationalizing" their business, including how uncontrollable elements of international markets can impact business.

IBUS 334 3 credits (4,0,0) hrs 15 wks

Communication and Culture in International Business

Prerequisite: 45 post-secondary credits.

The objective of this course is to increase the student's cross-cultural awareness in business settings. It looks at how different cultures negotiate and regard contracts, interpret commitments and deal with suppliers and consumers.

Note: Not offered every year.

Note: Prerequisites may be waived by permission of instructor.

IBUS 357 3 credits (4,0,0) hrs 15 wks

International Marketing

Prerequisite: IBUS 321, BMKT 161.

This course is an in-depth study of marketing internationally. It assumes the student understands uncontrollable variables in a foreign market (as covered in IBUS 321) and goes directly into the controllable variables and the management of marketing programs.

Note: Not offered every year.

IDEA 100 2 credits (3,3,0) hrs 15 wks

Survey of Design

Prerequisite: Acceptance into Capilano College IDEA program.

This course is an overview of contemporary design styles and applied theories. Survey of Design is intended to provide students with grounding in the origins and future of design. This course integrates history with theory, making students literate about their own discipline. It helps students understand the unique relationships of artists and designers to culture and explore the ways in which events of the world have shaped visual literacy, form and technique.

IDEA 105 3 credits (4,3,0) hrs 15 wks

Survey of Art and Illustration

Prerequisite: Acceptance into Capilano College IDEA program.

Survey of Illustration defines illustration and provides a historical survey of illustration. It provides insight into illustration styles, trends and the future of illustration. Illustrated lectures review notable illustrators and their work and discuss the influence of multi-cultural, political and economic aspects. This course aims to integrate history with applied theory making students literate about their own discipline.

IDEA 110 2 credits (3,1,0) hrs 15 wks

Life Drawing I

Prerequisite: Acceptance into Capilano College IDEA program.

The aim of this course is to provide a background in figure drawing, and to teach students how to render the human figure accurately. The course will guide students in rendering the human figure; provide a historical overview of figure drawing; introduce anatomy; and review human figure proportions.

IDEA 115 2 credits (3,1,0) hrs 15 wks

Life Drawing II

Prerequisite: IDEA 110.

Life Drawing II continues to guide students in rendering the human figure. There is an emphasis on perception and rendering faces, hands and feet. The draped and undraped figure is rendered using a variety of mediums and techniques.

IDEA 120 2 credits (3,3,0) hrs 15 wks

Mediums and Techniques I

Prerequisite: Acceptance into Capilano College IDEA program.

The objectives of this course are to provide students with a knowledge of tools and materials (mediums) and introduce processes (techniques and skills) as applied in drawing and illustration. This course is part one of a two-part introduction. This course includes a technical introduction to a variety of monochromatic mediums, including pencil, graphite, charcoal, chalk, inks, etc., and further exploration with the addition of colour. A triadic colour palette will be introduced.

IDEA 125 3 credits (4,3,0) hrs 15 wks

Mediums and Techniques II

Prerequisite: IDEA 120.

This course is a continuation of Mediums and Techniques I and provides students with a continuation of knowledge of tools and materials (mediums); and introduces processes (techniques and skills) as applied in drawing and illustration. This course provides a technical introduction to colour mediums. The course aids students in recognizing differences in mediums and surfaces and how they can best be used to obtain specific visual expressions.

IDEA 130 2 credits (3,1,0) hrs 15 wks

General Drawing I

Prerequisite: Acceptance into Capilano College IDEA program.

General Drawing I introduces and develops drawing techniques for the accurate representation of objects, both natural and man-made.

IDEA 135 2 credits (3,1,0) hrs 15 wks

General Drawing II

Prerequisite: IDEA 130.

General Drawing II continues to teach students how to render objects, both natural and man-made. General Drawing II develops perceptual skills. All aspects of quality of line and tone are explored. New theories in perspective will be introduced, including 3-point perspective, isometric projection and plane distortion.

IDEA 140 1 credit (3,3,0) hrs 7 wks

Colour Theory

Prerequisite: Acceptance into Capilano College IDEA program.

This course provides a groundwork in colour theory. Students will experience colour relationships and acquire a working knowledge of colour in visual communications (print, media, exhibit etc.)

IDEA 150 1 credit (3,3,0) hrs 8 wks

Elements of Design

Prerequisite: Acceptance into Capilano College IDEA program.

Elements of Design covers basic graphic design principles. Students will be introduced to the design process of perception, concept and method. Design elements will be defined.

IDEA 155 2 credits (3,3,0) hrs 15 wks

Conceptual Design I

Prerequisite: IDEA 150.

Conceptual Design I teaches students how to develop concepts for graphic design and illustration projects. Concepts are defined as visual ideas and the context in which they exist. Students develop their approach in analyzing and creating design solutions that visually communicate. They develop the design process in generating visual ideas, organizing visual material, recognizing clear concepts, and understanding when a concept is appropriate to a specific situation or particular medium.

IDEA 160 1 credit (3,1,0) hrs 8 wks

Survey of Typography

Prerequisite: Acceptance into Capilano College IDEA program.

Survey of Typography gives students an intensive background in the evolution of typography and the anatomy of the letterform. Topics include the origins of writing and alphabets; the invention of moveable type; a comprehensive historical survey of typographic visionaries and masters; and the anatomy of the letterform, including a timeline detailing the progression of styles.

IDEA 161 1 credit (3,1,0) hrs 8 wks

Letterform Design

Prerequisite: IDEA 160.

Letterform Design develops students' appreciation of letterform structure. Letterforms will be analyzed and used as a medium to communicate visual messages. Various aspects of the fundamental design principle of contrast, negative / positive relationships, scale and patterning will be explored. By experimenting with letterforms within the parameters of these design principles, designers will develop basic skills into expressive compositions.

IDEA 175 3 credits (4,3,0) hrs 15 wks

Digital Applications I

Prerequisite: Acceptance into Capilano College IDEA program.

This course introduces students to basic computer systems, tools, and utilities. It promotes awareness of the computer as a graphic tool for layout and design. Computer purchase requirements for Digital Applications II will be reviewed.

IDEA 210 1.5 credits (2,2,0) hrs 15 wks

Life Drawing III

Prerequisite: IDEA 115.

Life Drawing III is a continuation of Life Drawing II. The course develops acquired life drawing skills and explores new expressions of the human figure, with an emphasis on interpretation and experimentation.

IDEA 220 2 credits (3,1,0) hrs 15 wks

Painting for Illustration I

Prerequisite: IDEA 125.

Painting for Illustration I introduces students to the primary contemporary painting mediums and provides instruction in experimental illustration in painting a variety of styles using traditional and innovative techniques.

IDEA 225 1.5 credits (2,2,0) hrs 15 wks

Painting for Illustration II

Prerequisite: IDEA 220.

This course is a continuation of Painting for Illustration I, with an emphasis on conceptual development. The course focuses on subject interpretation using experimental and traditional painting techniques and introduces more complex subject matter.

IDEA 235 1.5 credits (2,2,0) hrs 15 wks

Information Illustration

Prerequisite: IDEA 135, IDEA 210 and IDEA 220.

This course introduces students to interpretive illustration styles. The course focuses on developing information illustrations, icons and symbols as part of a series, and on designing spot illustrations to represent ideas. The emphasis is on message.

IDEA 236 2 credits (3,1,0) hrs 15 wks

Institutional Illustration

Prerequisite: IDEA 135, IDEA 210 and IDEA 220.

This course introduces the illustration process from the initial brief to completion as applied to projects for corporate and public service clients. It introduces image-making with communications objectives, explores possibilities of style, and develops skills in defining the target audience.

IDEA 237 1.5 credits (2,2,0) hrs 15 wks

Diagrammatic Graphics

Prerequisite: IDEA 135, IDEA 210, IDEA 220, IDEA 250, IDEA 271 and IDEA 272.

In this course students will investigate the graphic presentation of statistics, processes and ideas. Particular attention is given to the purposes for diagrammatic graphics as particularly applied to client needs. Emphasis is made on concept, function and clarity of message.

IDEA 240 1.5 credits (4,0,0) hrs 7 wks

Photography

Prerequisite: IDEA 175.

This course introduces photography as a medium in graphic design and illustration. It defines the role of the photographer and art director. This course develops working knowledge in photography with an overview of photographers and photographic styles; exploration in the creation and processes involved in making new images; and an introduction to stock agencies. Technical aspects such as the reproduction of photography in design and illustration, the analysis of lighting and light, composition and cropping will be covered. This course also reviews research techniques and ethical issues in applied photography.

IDEA 250 1.5 credits (2,2,0) hrs 15 wks

Conceptual Design II

Prerequisite: IDEA 155.

Conceptual Design II is a continuation of Conceptual Design I. It reinforces and further develops a conceptual and exploratory approach to design solutions to carry the communications message. Design process and design fundamentals are stressed as a means of achieving specific communications objectives.

IDEA 260 2 credits (3,3,0) hrs 15 wks

Typography Digital I

Prerequisite: IDEA 161.

This course is a continuation of Letterform Design I. The course emphasizes typography as communication, via an exploration of the expressive influence of the written word to develop an understanding of typographic hierarchy using contrast.

IDEA 265 2 credits (3,3,0) hrs 15 wks

Typography Digital II

Prerequisite: IDEA 260.

This course is a continuation of Typography Digital I. It focuses on the formal and conceptual attributes of effectively applied typography in print, develops a high degree of design excellence in the application of typography, and provides insight about typography in digital applications (Web sites).

IDEA 270 1.5 credits (8,0,0) hrs 1 wk

Digital Applications II

Prerequisite: IDEA 175.

This course is designed to provide students with technical skills and knowledge to set up and maintain Mac OS computer systems and to integrate their personal Mac OS computer into the IDEA Lab's computer network. This course introduces students to the basics of the Macintosh computer; Mac OS, system tools and utilities; some basic application programs; the concept and use of a local area network.

IDEA 271 1.5 credits (4,0,0) hrs 8 wks

Digital Applications III

Prerequisite: IDEA 175 and IDEA 270.

This course provides an advanced investigation of digital graphics, building on skills and knowledge introduced in Digital Applications I. Particular attention is given to the development of graphic techniques appropriate to digital production. Through exploration of the chosen graphics application, students will address issues concerning digital colour development for both illustration and design as they investigate the various features of the software.

IDEA 272 1.5 credits (2,2,0) hrs 15 wks

Digital Applications IV

Prerequisite: IDEA 270.

This course provides an introduction to electronic composition and imaging using computer software (Quark Xpress and Adobe Illustrator) as a tool, on a Macintosh computer. It covers a digital glossary, font and file management, archiving colour systems, eps file formats, and proofing. DAIV will work in collaboration with Typography Digital I. DAIV will teach tools (Quark Xpress), and Typography Digital I will teach

typography aspects, including type indication in preliminary layouts / thumbnails and typographic contrast.

IDEA 285 1.5 credits (2,2,0) hrs 15 wks

Web Site Design

Prerequisite: IDEA 270.

This course introduces students to principles of design, and development techniques, for communication via an interactive medium: the World Wide Web. Starting from fundamentals in shaping the interactive experience such as information architecture, navigational user interface design, and usability, students will progress to application of these principles through the creation of Web pages using graphical page-creation tools. Emphasis will be placed on the specific requirements and limitations (particularly from the point of view of the graphic designer trained for the printed page) of the Web medium.

IDEA 290 2 credits (3,3,0) hrs 15 wks

Applied Design I

Prerequisite: IDEA 155.

Applied Design I familiarizes students with the function of graphic design, teaches the importance of visual hierarchy in communications, and emphasizes resourcefulness, conceptual development and the creative process.

IDEA 295 2 credits (3,3,0) hrs 15 wks

Applied Design II Persuasion

Prerequisite: IDEA 290.

This course focuses on advertising, editorial and publication design. It provides a continuation of theory and technique applied to complex real world projects. The emphasis is on conceptual development and meeting communications objectives for each project and on understanding the role of the designer/art director as part of an advertising team.

IDEA 300 2 credits (3,0,0) hrs 15 wks

Business Practices/Design and Illustration

Prerequisite: Completion of IDEA Digital Terms 2 and 3.

This course focuses on operating in a freelance environment, client / designer contractual relationships, business practice procedures, operating in the print world, and the responsibilities required in an Internet environment.

IDEA 330 2 credits (3,3,0) hrs 15 wks

Book and Editorial Illustration

Prerequisite: IDEA 235 and IDEA 236.

This course focuses on developing an understanding of the role of illustrations as visual commentators and on developing analytical thinking in creating responses to visual content. This course explores styles of illustration.

IDEA 331 2 credits (3,1,0) hrs 15 wks

Advertising Illustration

Prerequisite: CMNS 225, IDEA 236 and IDEA 295.

This course focuses on developing an understanding of the role of the illustrator as part of an advertising team and on appreciation of the parameters of advertising illustration as applied to product and retail promotion. This course explores styles of illustration.

IDEA 335 2 credits (3,1,0) hrs 15 wks

Information Illustration II/Digital

Prerequisite: IDEA 235.

Information Illustration II / Digital Applications is a continuation of Information Illustration. This course emphasizes illustration applications for the information age, developing ideas to meet communications objectives for digital applications.

IDEA 336 2 credits (3,1,0) hrs 15 wks

Promotional Illustration

Prerequisite: IDEA 236.

This course focuses on understanding illustration for persuasion used in the context of corporate, cultural and environmental applications. Students will develop sophisticated solutions with an emphasis on concept, process and presentation. Students will experience conceptual thinking and create several solutions for realistic project requirements.

IDEA 340 3 credits (4,0,0) hrs 15 wks

Production for Print and Digital Media

Prerequisite: Completion of IDEA Digital Terms 2 and 3.

This course focuses on electronic file preparation for print, review of processes and technology, and digital image preparation for print and Web. It introduces the correct terms and processes involved in preparing design files for reproduction and the basics of launching and updating Web sites.

IDEA 345 2 credits (3,1,0) hrs 15 wks

Survey of Professional Resources

Prerequisite: IDEA 300 and IDEA 340.

This course provides students with real-world insight into graphic design and illustration professions, and an introduction to industry partners. It provides resources for the development of a comprehensive database for future marketing and employment opportunities. It introduces professional associations; reviews industry ethics and conduct; and provides exposure to support services required for graphic design projects.

IDEA 346 2 credits (3,3,0) hrs 15 wks

Self Promotion

Prerequisite: Completion of IDEA Digital Terms 2, 3 and Career Development Term 5.

This course focuses on the development of self promotional material. Self promotion begins with determining one's strengths and setting the basic parameters of objectives, target audience and budget. Individual marketing strategies will be defined and students will list the items that are included in their plan, define a task schedule, and determine production and distribution methods. They will create materials for self promotion, and project manage and launch a self-promotional event.

IDEA 350 2 credits (3,3,0) hrs 15 wks

Packaging

Prerequisite: IDEA 331.

This course introduces the aspects of branding in packaging, point-of-purchase and retail promotions and the potentials and constraints imposed by 3-D graphic design, including form, function and government regulations.

IDEA 355 2 credits (3,1,0) hrs 15 wks

Design for Exhibits/Environmental Graphics

Prerequisite: IDEA 390.

This course teaches students thinking, problem-solving, design and meeting communications objectives using 3-D design. This course focuses on the analysis of 2-D and 3-D design elements as appropriate to a design problem and introduces various mediums in 3-D design (manufactured and custom displays and signage).

IDEA 380 2 credits (3,1,0) hrs 15 wks

Web Site Applications

Prerequisite: IDEA 285.

This course builds on the principles and techniques introduced in Web site Design, concentrating on the role of the designer in the creation of information-rich Web sites using a professional site authoring tool. Advanced techniques in the delivery of Web content will also be explored, including the creation of vector-based Web graphics and animation.

IDEA 390 2 credits (3,3,0) hrs 15 wks

Applied Design III

Prerequisite: IDEA 295.

This course deals with a wide range of graphic design print applications and shows how distinct kinds of communications objectives in print applications can serve the same client. This course develops conceptual thinking skills.

IDEA 395 2 credits (3,3,0) hrs 15 wks

Applied Design IV

Prerequisite: IDEA 390.

This course teaches advanced graphic design processes and professionalism. The course emphasizes creating design solutions that meet communications objectives through research, analysis of target audience, effective content, and strong concepts.

INDO 110 3 credits (4,2,0) hrs 15 wks

Basic Indonesian I

This course develops basic oral and reading skills in Bahasa Indonesian through the study of grammar, vocabulary and culture.

Note: For Asia Pacific Management Cooperative program students only.

INDO 111 3 credits (4,2,0) hrs 15 wks

Basic Indonesian II

Prerequisite: INDO 110.

This course is a continuation of INDO 110.

Note: For Asia Pacific Management Cooperative program students only.

INFO 132 2.25 credits (4,0,0) hrs 12 wks

Systems, Tools, Utilities III

This course provides an understanding of the Mac OS essentials (including OSX) and supplies necessary system skills for students in a production environment.

INFO 133 1.5 credits (4,0,0) hrs 8 wks

Vector-Based Graphics

This course provides students with an introduction to current tools for creating vector-based graphics for interactive media.

INFO 134 1.5 credits (4,0,0) hrs 8 wks

Interactive Vector Graphics

This course provides students with an introduction to current tools and processes for creating interactive Web experiences incorporating vector-based graphics and animation.

INFO 135 1.5 credits (4,0,0) hrs 8 wks

Text-Based Production for Interactive Systems

This production course provides an introduction to the methodologies specific to design and development of text-based content and documentation for interactive media/systems.

INFO 136 3 credits (4,0,0) hrs 16 wks

Integrated Media Production

This course provides an environment that is focused on the application of production methodologies, advanced skills and technologies necessary to the development of content for interactive media.

INFO 137 1.5 credits (4,0,0) hrs 8 wks

Applied Educational Technology

This course provides an introduction to the key aspects of planning and production as they relate to the development and implementation of interactive educational systems.

INFO 139 1.5 credits (4,0,0) hrs 8 wks

Digitized Sound

Audio is an integral element of new media. In addition to learning the fundamental concepts of audio and sound design, students apply tools and techniques specific to the design and production of sound for interactive projects.

Primary software: ProTools

INFO 145 1.5 credits (4,0,0) hrs 8 wks

Internet Tools and Techniques

This course responds to the need for ongoing training and practice with the emerging Internet services, tools and technologies.

INFO 148 1.5 credits (4,0,0) hrs 8 wks

Time-Based Data Integration II

This course provides an introduction to the QuickTime system extension and its role in the integration of different media data types into a standard format. Students gain experience in data capture, compression, assembly and integration software tools and technologies.

Primary software: QuickTime, MovieCleaner

INFO 150 1.5 credits (4,0,0) hrs 8 wks

Contemporary Issues I

This course examines the cultural, ethical, political, and economic issues arising with the increasing use of computers. Students survey print and electronic media to research these issues; synthesize and analyze their findings; and present their work in both written and oral formats.

INFO 151 1.5 credits (4,0,0) hrs 8 wks

Interactive Communications I

This course examines the concept of interactive communications and the active involvement of a human mind with a computer-based application. User interface design forms the basis for a model designed by each student.

INFO 155 1.5 credits (4,0,0) hrs 8 wks

Interactive Communications II

This course focuses on the development and application of critical evaluation techniques for interactive multimedia projects. Students pursue an in-depth examination of the key structures (Information Architecture Credits) and components of interactive multimedia as they relate to the production and development of projects in individual and team settings.

INFO 156 1.5 credits (4,0,0) hrs 8 wks

Technical Support: Foundation

This course provides an introduction to structured programming concepts and methodologies.

INFO 158 1.5 credits (4,0,0) hrs 8 wks

Interactive Communications III

This course provides an in-depth examination of the various information design methodologies in use today. Students will examine the point of contact between user and software; specifically focusing on the potential benefits of interactivity (User Centred Design Credits).

INFO 160 1.5 credits (4,0,0) hrs 8 wks

Self-Marketing

This course focuses on the basic principles of marketing. Students apply marketing theory to job market evaluation and the preparation of a personal marketing plan.

INFO 161 1.5 credits (4,0,0) hrs 8 wks

Project Management

This course provides instruction in the key aspects of project management as they relate to the development of interactive multimedia applications. Students are introduced to the management tools and techniques required to facilitate the successful completion of the software production cycle.

INFO 166 1.5 credits (4,0,0) hrs 8 wks

Applied Telecommunications

This course provides an introduction to the basics of communications hardware and software, telecommunications protocols, and functionality provided by the Internet and bulletin board systems.

INFO 171 1.5 credits (2,0,0) hrs 16 wks

Applied Production Management

This course allows for the application of project management skills acquired in the fall term to the development of projects during the spring production term.

INFO 172 3 credits (4,0,0) hrs 16 wks

Technical Support: Concentration

This course provides the student with the opportunity to apply the concepts of structured and object-oriented programming to the development of interactive multimedia projects. Using the model and tools found within multimedia authoring software, students learn how to apply the authoring techniques required to create effective interactive applications.

Primary Software: Director

INFO 173 1.5 credits (4,0,0) hrs 8 wks

Technical Support: Augmentation

This course allows for the application of instructional design theory and skills to the development of interactive educational projects.

Primary software: CourseBuilder/Dreamweaver

INFO 177 4.5 credits (4,0,0) hrs 24 wks

Professional Development

This course provides the student with the opportunity to establish professional contacts, gather work experience through a practicum, and develop a portfolio for presentation to the general public.

INFO 180 3 credits (4,0,0) hrs 16 wks

Computer Mediated Communications

This course introduces students to collaborative project development for the Web, planning and design considerations, hardware and software requirements, communication concepts and protocols.

INFO 192 1.5 credits (4,0,0) hrs 8 wks

Applied Database Technology

This course provides instruction in the processes related to the development and maintenance of database architectures and applications. Students are introduced to relational database technology and learn how to organize data in a manner that facilitates easy maintenance, retrieval and reporting.

Primary software: FileMaker Pro

INFO 193 1.5 credits (4,0,1) hrs 8 wks

Systems, Tools, Utilities II

This course provides students with the technical skills and knowledge required to install and maintain a MS Windows operating system.

Primary software: VirtualPC

INFO 195 3 credits (4,0,0) hrs 16 wks

Interactive Graphics

This course provides an introduction to digital graphic production with particular attention being given to the issues specific to the development of graphic objects and layouts suitable for interactive multimedia.

INFO 196 1.5 credits (4,0,0) hrs 8 wks

Applied Design

Prerequisite: INFO 195.

In this course, students apply design concepts to the creation of major interactive multimedia projects.

INFO 197 1.5 credits (4,0,0) hrs 8 wks

Scripting for the Web Browser

This course provides an introduction to the structures and components of the JavaScript language including the integration of images, forms, plug-ins and applets.

INFO 199 0.75 credits (4,0,0) hrs 4 wks

Interactive Project Planning and Design

This course provides an introduction to the key aspects of strategic planning as they relate to the design and implementation of interactive communication systems.

INTR 110 9 credits (7,2,4) hrs 15 wks

The Human Condition I

Prerequisite: The same prerequisites needed for English 100 (i.e. EDT or LPI placement at the English 100 level, or A in English 12. For further exemptions see English Diagnostic Test in College Calendar.)

One would like to think that there is no difficulty in reconciling the practice of freedom and the exercise of authority. However, many great works of literature and philosophy take as their subject the inherent tension between the exercise of freedom and the realities of power, and this tension appears as a prominent theme throughout the Western tradition. In such works as the Republic, Plato argues that individual freedom must be curtailed, while, in Leviathan, Hobbes claims that the sovereign's exercise of power is necessary for there to be any freedom at all. A related problem takes a different form in the struggle Freud sees between the reality and the pleasure principle that, he argues, shapes our lives.

As we study works from Classical, Christian and modern texts, we will explore the changes and continuities in the conceptions of the relationships between power and freedom. In the process of coming to terms with these books, each of which in its own right contributes to the deepening and widening of our education, we hope to understand this tension in a way that will shed light on our own experience.

Note: Prerequisites may be waived by permission of instructor.

INTR 111 9 credits (7,2,4) hrs 15 wks

The Human Condition II

Prerequisite: The same prerequisites needed for English 100 (i.e. EDT or LPI placement at the English 100 level, or A in English 12. For further exemptions see English Diagnostic Test in College Calendar.)

The content of Interdisciplinary Studies 111 is really a continuation of Interdisciplinary Studies 110, though the one is not a prerequisite for the other. See description for Interdisciplinary Studies 110.

Note: Prerequisites may be waived by permission of instructor.

JAPN 100 3 credits (4,1.75,0) hrs 15 wks

Beginning Japanese I

This course offers a comprehensive introduction to modern Japanese through the study of vocabulary, grammar and culture. The beginning of the course will be devoted to learning the Japanese writing systems (hiragana and katakana). Fifty to 100 Chinese characters (kanji) will also be taught. Students will develop basic language skills in a socio-culturally functional way.

Note: This is a very demanding course which requires serious commitment.

JAPN 101 3 credits (4,1.75,0) hrs 15 wks

Beginning Japanese II

Prerequisite: JAPN 100.

This course is a continuation of JAPN 100 and must be taken in order to complete First Year level of Japanese. Students will learn more about the structure of modern Japanese and further develop their language skills in a socio-culturally functional way.

Note: Prerequisites may be waived by permission of instructor.

JAPN 102 1.5 credits (4,2,1) hrs 8 wks

Introduction to Japanese I

This course develops a basic knowledge of modern Japanese through the study of vocabulary, grammar and culture, including business culture.

Note: For Asia Pacific Management Cooperative program students only.

JAPN 103 3 credits (4,2,1) hrs 15 wks

Introduction to Japanese II

JAPN 103 continues developing a comprehensive knowledge of Japanese.

Note: For Asia Pacific Management Cooperative program students only.

JAPN 110 3 credits (4,2,0) hrs 15 wks

Basic Japanese I

This course continues developing a comprehensive knowledge of modern Japanese, through the study of vocabulary, grammar and culture, including business culture.

Note: For Asia Pacific Management Cooperative program students only.

JAPN 111 3 credits (4,2,0) hrs 15 wks

Basic Japanese II

Prerequisite: JAPN 110.

This course is a continuation of Japanese 110.

Note: For Asia Pacific Management Cooperative program students only.

JAPN 200 3 credits (4,1.75,0) hrs 15 wks

Intermediate Japanese I

Prerequisite: JAPN 101.

This course provides students with further socio-cultural knowledge at an intermediate level of Japanese. Emphasis will be placed on developing a comprehensive knowledge of modern Japanese through authentic materials and will include reading and writing skill development.

Note: Prerequisites may be waived by permission of instructor.

JAPN 201 3 credits (4,1.75,0) hrs 15 wks

Intermediate Japanese II

Prerequisite: JAPN 200.

This course continues to develop higher skills at the intermediate level and provides the students with a solid foundation on which to base further study of the language and to develop socio-culturally functional competence.

Note: Prerequisites may be waived by permission of instructor.

JAPN 202 1.5 credits (4,2,0) hrs 15 wks

Introduction to Japanese III

Prerequisite: Equivalent of Level Three (Advanced Beginner's Level) of the Japanese Proficiency Test or higher.

This course is designed to provide APMCP students with intermediate practical Japanese communication skills for daily and job-related circumstances in Japan.

Note: For Asia Pacific Management Cooperative program students only.

Note: Prerequisites may be waived by permission of instructor.

JAPN 203 3 credits (4,2,0) hrs 15 wks

Introduction to Japanese IV

Prerequisite: JAPN 202.

This course is a continuation of JAPN 202.

Note: For Asia Pacific Management Cooperative program students only.

Note: Prerequisites may be waived by permission of instructor.

JAPN 280 3 credits (4,2,0) hrs 15 wks

Introduction to Japanese V

Prerequisite: Equivalent of Level Three (Advanced Beginners Level) of the Japanese Proficiency Test or higher.

This is a content-based course conducted in Japanese and intended to develop business-related knowledge of Japan through the study of geography, industry, history, economics and current issues.

Note: For Asia Pacific Management Cooperative program students only.

Note: Prerequisites may be waived by permission of instructor.

JAPN 281 3 credits (4,2,0) hrs 15 wks

Introduction to Japanese VI

Prerequisite: JAPN 280.

This course is a continuation of Japanese 280.

Note: For Asia Pacific Management Cooperative program students only.

JAZZ 103 3 credits (4,0,0) hrs 15 wks

The Language of Music

Corequisite: JAZZ 184 (or MUS. 112) and JAZZ 114.

An examination of the basics of tonal music including the study of the overtone series, intervals, scales, modes, chord symbols, figured bass, roman numeral analysis, melodic inharmonics, phrase structure, diatonic triads and voice leading.

JAZZ 105 1.5 credits (2,0,0) hrs 15 wks

Rhythm Section Writing

Prerequisite: JAZZ 103.

Students will undertake the study of score preparation, notation, basic musical terms and articulations, and writing for the rhythm section instruments.

JAZZ 106 1.5 credits (2,0,0) hrs 15 wks

Traditional Harmony and Composition

Prerequisite: JAZZ 103 or equivalent.

Corequisite: JAZZ 107.

A study of traditional principles of voice leading with harmonic vocabulary extending to the secondary dominant, and flat-II augmented 6th chords and including tonicization, simple modulation and pivot chords. Binary and ternary forms will be introduced.

JAZZ 107 1.5 credits (2,0,0) hrs 15 wks

Jazz Theory and Composition I

Prerequisite: JAZZ 103 or equivalent.

Corequisite: JAZZ 106.

An introduction to jazz theory including: chord scales, extended chords, functional analysis of chord progression, primary and secondary root motion, and analysis and composition of music in the style of jazz standards and the blues.

JAZZ 114 1 credit (2,2,0) hrs 15 wks

Class Piano I

Corequisite: JAZZ 103.

This course is designed for students who wish to learn basic keyboard skills. Reading, improvisation, transposition and harmonization are the skills developed during this course and the three subsequent levels. Theoretical concepts are applied at the keyboard and include diatonic triads and sevenths of the major key, all major, minor and modal tetrachords. A weekly lab evaluates material covered in class. Students practise on the department's pianos.

JAZZ 115 1 credit (2,2,0) hrs 15 wks

Class Piano II

Prerequisite: JAZZ 114.

Corequisite: JAZZ 106 and 107.

A continuation of JAZZ 114. In addition, keyboard sequences, arpeggios and major scales are introduced along with easy original repertoire.

JAZZ 136 1.5 credits (2,0,0) hrs 15 wks

Vocal Jazz Master Class I

An introductory course intended to develop the student's solo vocal performance capabilities through exploration of various popular and jazz musical styles. Material is prepared for performance with a keyboard accompanist.

Note: Successful completion does not guarantee acceptance into higher level vocal courses.

JAZZ 137 1.5 credits (2,0,0) hrs 15 wks

Vocal Jazz Master Class II

Prerequisite: JAZZ 136.

A continuation of JAZZ 136.

JAZZ 170 3 credits (4,0,0) hrs 15 wks

History of Jazz

A survey of jazz through styles and stylists from its roots in Africa to the present.

JAZZ 172 1.5 credits (2,0,0) hrs 15 wks

Arranging I

Prerequisite: JAZZ 103, to be taken with or after JAZZ 107 and 105.

A study of four-part block harmonization arranging techniques.

JAZZ 184 1.5 credits (2,2,0) hrs 15 wks

Sight Singing/Ear Training I

Corequisite: JAZZ 103.

Aural and sight training concentrating on melodic, rhythmic dictation and sight singing.

JAZZ 185 1.5 credits (2,2,0) hrs 15 wks

Sight Singing/Ear Training II

Corequisite: JAZZ 106 and 107.

A continuation of JAZZ 184.

JAZZ 194 1.5 credits (0,3,0) hrs 15 wks

Small Ensemble I

For all instruments, requirements include several hours of rehearsal a week plus a number of performances. The styles studied are varied. Students are expected to develop individual and ensemble performance abilities and a professional attitude to both performance and rehearsal.

JAZZ 195 1.5 credits (0,3,0) hrs 15 wks

Small Ensemble II

A continuation of JAZZ 194.

JAZZ 203 1.5 credits (2,0,0) hrs 15 wks

Jazz Theory and Composition II

Prerequisite: JAZZ 106 and 107.

Continued exploration of chord progression and melody including: analysis of popular chord progression, mixed mode chord progression, augmented 6th chords, tonicization, chord scales/harmonic extensions.

Note: Prerequisites may be waived by permission of instructor.

JAZZ 204 1.5 credits (2,0,0) hrs 15 wks

Jazz Theory and Composition III

Prerequisite: JAZZ 203.

Continued exploration of chord progression and melody including an analysis of modern jazz chord progression, parallel harmony, 70's jazz theory of modal areas, modern voicing techniques, reharmonization.

JAZZ 214 1 credit (2,2,0) hrs 15 wks

Class Piano III

Prerequisite: JAZZ 115.

For students who have taken JAZZ 115 or have had previous keyboard experience. Students are introduced to common idiomatic accompaniment patterns as well as four-part chorale studies, keyboard sequences, minor scales and chords. Basic keyboard techniques are emphasized including relaxation, touch, rotation, weight transfer and their musical application in simple repertoire. The lab hour is utilized to develop sight reading skills at the keyboard. Emphasis will be on developing the skills necessary to use the piano as a tool in writing and arranging.

JAZZ 215 1 credit (2,2,0) hrs 15 wks

Class Piano IV

Prerequisite: JAZZ 214.

A continuation of JAZZ 214 with increased complexity of repertoire and technique.

JAZZ 236 1.5 credits (2,0,0) hrs 15 wks

Studio Vocal Performance I

Prerequisite: JAZZ 137.

A course designed to develop the student's studio performance ability through preparation and performance of selected solo and ensemble material in the College's recording studio.

JAZZ 237 1.5 credits (2,0,0) hrs 15 wks

Studio Vocal Performance II

Prerequisite: JAZZ 236.

A continuation of JAZZ 236.

JAZZ 238 1.5 credits (2,0,0) hrs 15 wks

Vocal Jazz Master Class I

Prerequisite: JAZZ 137.

This course is intended to develop the live performance abilities of the student through the study of jazz repertoire. Students will study style and interpretation and perform with some of Vancouver's top jazz musicians.

JAZZ 239 1.5 credits (2,0,0) hrs 15 wks

Vocal Jazz Master Class II

Prerequisite: JAZZ 238.

A continuation of JAZZ 238.

JAZZ 240 1.5 credits (2,0,0) hrs 15 wks

Form and Analysis

Prerequisite: JAZZ 106 or MUS. 101.

A study of complete works exhibiting the most significant formal designs of the 18th and 19th centuries, using a variety of visual means to clarify the roles of harmonic, melodic, and rhythmic structure in the articulation of musical form.

JAZZ 241 1.5 credits (2,0,0) hrs 15 wks

Counterpoint

Prerequisite: JAZZ 106 or MUS.101, JAZZ 240, 203.

A study of 18th century tonal counterpoint and its connections with tonal music in general. Analysis and composition based upon two-part works of J.S. Bach.

JAZZ 271 3 credits (4,0,0) hrs 15 wks

Music History I

Prerequisite: JAZZ 106, 170, ENGL 100 or 102 plus one of ENGL 103, 104, 105 or 106.

A chronological exploration of the repertoire, style, and social history of music to 1770 for undergraduate students in the Jazz Studies program. Repertoire will be contextualized both within the framework of European cultural history and in the broader context of world music.

JAZZ 272 1.5 credits (2,0,0) hrs 15 wks

Arranging II

Prerequisite: JAZZ 172 and JAZZ 105.

Corequisite: JAZZ 203.

Arranging projects for various combinations of instruments, plus a study of two and three-part writing.

JAZZ 273 3 credits (4,0,0) hrs 15 wks

Music History II

Prerequisite: JAZZ 271.

A continuation of Music History I covering the classical period through the 20th century. As in Music History I, repertoire will be contextualized both within the framework of European cultural history and in the broader context of world music.

JAZZ 282 1.5 credits (2,2,0) hrs 15 wks

Improvisation I

Prerequisite: JAZZ 107, 115 and 185.

A course to teach the basics of improvisation on chord changes. The first term will be devoted to rhythmic concepts, basic chord-scale relationships and development of technical exercises for basic chord progressions.

JAZZ 283 1.5 credits (2,2,0) hrs 15 wks

Improvisation II

A continuation of JAZZ 282. This term will be devoted to analysis of chord progressions and more advanced chord-scale analysis. At the end of this term, students should have the basic theoretical knowledge necessary to analyze and learn to improvise on any standard jazz tune.

JAZZ 284 1.5 credits (2,2,0) hrs 15 wks

Sight Singing/Ear Training III

Prerequisite: JAZZ 185.

Corequisite: JAZZ 203.

A continuation of JAZZ 185.

JAZZ 285 1.5 credits (2,2,0) hrs 15 wks

Sight Singing/Ear Training IV

Prerequisite: JAZZ 284.

Corequisite: JAZZ 204.

A continuation of JAZZ 284.

JAZZ 294 1.5 credits (0,3,0) hrs 15 wks

Small Ensemble III

Prerequisite: JAZZ 195.

At this level, the student will receive instruction in ensemble performance for the recording studio. Students will perform and produce under supervision. Live performance will include 'standard' repertoire.

JAZZ 295 1.5 credits (0,3,0) hrs 15 wks

Small Ensemble IV

Prerequisite: JAZZ 294.

A continuation of JAZZ 294.

JAZZ 300 3 credits (4,0,0) hrs 15 wks

20th Century Theory

Prerequisite: JAZZ 240, 204.

A survey of compositional techniques and theoretical principles utilized from 1890 to the present, coupled with an examination of various major composers and their musical masterpieces.

JAZZ 310 1.5 credits (2,0,0) hrs 15 wks

Jazz Pedagogy

Prerequisite: JAZZ 204.

Concepts, methods, and resources; examination and comparison of textbooks, recordings, tapes, and materials related to the study of jazz.

JAZZ 336 1.5 credits (2,0,0) hrs 15 wks

Studio Vocal Performance III

Prerequisite: JAZZ 237.

A continuation of JAZZ 237. Seats may be restricted to vocal majors.

JAZZ 337 1.5 credits (2,0,0) hrs 15 wks

Studio Vocal Performance IV

Prerequisite: JAZZ 336.

A continuation of JAZZ 336.

JAZZ 338 1.5 credits (2,0,0) hrs 15 wks

Vocal Jazz Master Class III

Prerequisite: JAZZ 239.

A continuation of Vocal Jazz Master Class II instruction with more emphasis on individual contribution and responsibility. Seats may be restricted to vocal majors.

JAZZ 339 1.5 credits (2,0,0) hrs 15 wks

Vocal Jazz Master Class IV

Prerequisite: JAZZ 338.

A continuation of JAZZ 338.

JAZZ 370 1.5 credits (2,0,0) hrs 15 wks

Jazz Styles

Prerequisite: JAZZ 170.

A follow-up to JAZZ 170. Detailed study of the major figures in jazz from 1940 to the present, such as Charlie Parker, John Coltrane, and Bill Evans.

JAZZ 372 1.5 credits (2,0,0) hrs 0 wks

Arranging III

Prerequisite: JAZZ 204, JAZZ 272.

A study of vocal writing styles and techniques.

Note: This course is not always offered.

JAZZ 382 1.5 credits (2,2,0) hrs 15 wks

Improvisation III

Prerequisite: JAZZ 283.

This course contains both lecture and lab components. Content includes melodic minor modes including the "altered" scale, whole-tone and diminished symmetrical chord scales, chromaticism, and analysis and composition of solos in various styles.

JAZZ 383 1.5 credits (2,2,0) hrs 15 wks

Improvisation IV

Prerequisite: JAZZ 382.

A continuation of JAZZ 382. Content will include: exploration of the harmonic resources of scales, chromatic approaches using pentatonic and altered pentatonic scales, 4th chord stacks, polychordal triad relationships, outside playing, and the philosophy of free jazz.

JAZZ 394 1.5 credits (0,3,0) hrs 15 wks

Small Ensemble V

Prerequisite: JAZZ 295.

A variety of jazz styles ranging from 'bebop', 'mainstream', and 'current' will be studied, and students will perform, spontaneously, 'standard' repertoire.

JAZZ 395 1.5 credits (0,3,0) hrs 15 wks

Small Ensemble VI

Prerequisite: JAZZ 394.

A continuation of JAZZ 394, with further emphasis on spontaneous performance of 'standard' repertoire.

JAZZ 410 1.5 credits (2,0,0) hrs 15 wks

Conducting I

Prerequisite: JAZZ 204, 215, 240, 285.

A study of basic conducting techniques.

JAZZ 411 1.5 credits (2,0,0) hrs 15 wks

Conducting II

Prerequisite: JAZZ 410.

A continuation of Conducting I with emphasis on vocal and instrumental approaches.

JAZZ 460 1.5 credits (2,0,0) hrs 15 wks

Commercial Relations in Music

A course involving aspects of the music industry including copyright, contracts, performing rights organizations and the recording industry.

JAZZ 470 1.5 credits (2,0,0) hrs 15 wks

World Music

A study of the music of the world outside of the Western European tradition.

JAZZ 472 1.5 credits (2,0,0) hrs 15 wks

Jazz Arranging IV

Prerequisite: JAZZ 372.

This course will give the student a practical understanding of the different techniques used in arranging for large jazz ensembles and vocal ensembles. Students will write their own arrangements and hear them played in class.

JAZZ 494 1.5 credits (0,3,0) hrs 15 wks

Small Ensemble VII

A jazz performance ensemble for more advanced players. Students will be required to perform in public several times during the semester.

JAZZ 495 1.5 credits (0,3,0) hrs 15 wks

Small Ensemble VIII

A continuation of JAZZ 494.

KIN. 142 3 credits (4,2,0) hrs 15 wks

Introduction to Kinesiology

An introduction to the range of subject areas encompassed in the discipline of kinesiology, with basic assessment procedures for individual status and performance according to growth and development, functional anatomy, biomechanics, exercise physiology, and motor learning.

KIN. 143 3 credits (2,2,0) hrs 15 wks

Exercise Management

An introduction to exercise management and exercise physiology: conditioning methods, exercise techniques, and fitness appraisal.

LAMP 500 6 credits (6,0,2) hrs 15 wks

Latin American Perspectives I

This course provides students with regional, economic, social, political and cultural knowledge and sensitivity to be able to become effective managers in Latin America.

LAMP 501 3 credits (3,0,1) hrs 15 wks

International Finance

This course covers the finance principles and tools necessary for effective management in a Latin American context.

LAMP 506 1.5 credits (1.5,0,0.5) hrs 15 wks

Canadian Perspectives

This course will provide an overview of Canadian history, geography, and the basic issues and themes in contemporary Canada as well as help students to develop a solid understanding of Canada's trade and aid policies, treaties and relations with the Americas.

LAMP 507 1.5 credits (4,0,0) hrs 8 wks

International Marketing I

This course presents marketing principles, planning, and strategies from an international perspective.

LAMP 508 1.5 credits (3,0,1) hrs 8 wks

International Business Strategy

Prerequisite: LAMP 507.

This course provides students with an introduction to international business strategy, building on the learning in LAMP 507 International Marketing I.

LAMP 509 1.5 credits (1.5,0,0.5) hrs 15 wks

International Career Management I

This course will support students in clarifying and focusing their career goals and developing the skills they need to obtain an appropriate international co-op placement.

LAMP 521 1.5 credits (1.5,0,0.5) hrs 15 wks

Entrepreneurship and e-Commerce

Prerequisite: LAMP 507 and LAMP 508.

The aim of this course is to provide students with an introduction to the major components of entrepreneurship and e-commerce in an international business environment.

LAMP 522 1.5 credits (4,0,0) hrs 8 wks

International Management Tools II (Negotiating Across Cultures)

This course covers negotiation techniques and cross-cultural communications.

LAMP 523 1.5 credits (4,0,0) hrs 8 wks

Latin American Legal Systems

This Latin American course will look at the basic legal concepts and systems relevant to doing business in a global environment, using Latin American case studies.

LAMP 524 1.5 credits (4,0,0) hrs 8 wks

International Human Resource Management

This class will provide basic knowledge of the human resource function and sensitivity to the similarities and differences of the HR function between North America and Latin America.

LAMP 525 1.5 credits (4,0,0) hrs 8 wks

International Project Management

This course looks at the elements of managing a project through all its stages, including comparisons between non-profit and private sector management.

LAMP 526 1.5 credits (4,0,0) hrs 8 wks

International Trade Principles and Logistics

This course will provide an understanding of international trade flows, regional trading blocs in Latin America, trade terminology, and dispute resolution measures.

LAMP 528 1.5 credits (4,0,0) hrs 8 wks

International Business Development and Entrepreneurship

Students will prepare business development plans for real companies and organizations.

LAMP 529 1.5 credits (1.5,0,0.5) hrs 15 wks

International Career Management II

Prerequisite: LAMP 509.

This course will support students in focusing their career goals and developing the skills to obtain an appropriate co-op placement and future employment. The course will also provide necessary information to manage the legal and cultural aspects of working internationally.

LAMP 530 1.5 credits (1.5,0,0.5) hrs 15 wks

News and Current Events in the Americas

This course aims to provide students with an understanding of current political, economic, social and environmental issues in Latin America and of relations between Canada and the United States and Latin America, enabling them to be effective managers in the Americas.

LAMP 531 1.5 credits (1.5,0,0.5) hrs 15 wks

Strategic Analysis Country Reviews

This course aims to provide students with the analytical tools to conduct country-specific strategic analysis, including regional, economic, management, social, political and cultural aspects. These tools will enable them to build the knowledge and develop the analytical skills required for them to become effective managers in Latin America.

LAMP 532 1.5 credits (1.5,0,0.5) hrs 15 wks

Latin American Regional Perspectives II

This course covers the institutional foundations of selected societies in Latin America. We examine various development strategies and models within the context of Latin America's struggles with democracy.

LAMP 533 0.75 credits (1.5,0,0.5) hrs 7 wks

Managing International Non-Profits

The purpose of this course is to provide an understanding of the kinds of management skills and strategies needed to manage international non-profit organizations, such as international development NGO's, business associations and foundations.

LAMP 534 0.75 credits (1.5,0,0.5) hrs 7 wks

Managerial Accounting

To provide students with an understanding of the tools of managerial accounting and how these tools can best be used in optimizing the financial performance of a corporation.

LAMP 550 0.5 credits (0,0,1.5) hrs 15 wks

Workshops

Two weeks per academic year on focused topics like teambuilding, economics, tourism, computer applications, accounting principles, and Web design skills.

LAMP 551 0.5 credits (30,0,0) hrs 2 wks

Workshops

Three weeks per academic year, providing students with current points of view, applied case studies, and exposure to real issues and experiences related to working in Latin America.

LAMP 560 6 credits (0,0,0) hrs 52 wks

Co-op Work Placement

Prerequisite: Completion of the nine-month academic term in the LAMP program with a minimum 3.0 GPA.

The co-op work placement is designed to provide a period of full-time, productive, paid, cross-cultural employment in the private, governmental or non-profit sector.

LAMP 570 3 credits (0,0,1) hrs 52 wks

Co-op Studies

Prerequisite: Successful completion of the first year of the LAMP program and approved co-op placement overseas.

The purpose of this online course is to support second-year students during the period of their overseas co-op placement and to facilitate and encourage reflection and analysis by building on the knowledge base gained in the first year on campus while linking it to their lived experience in the field.

LGAS 115 1.5 credits (2,2,0) hrs 8 wks

Legal Document Processing

Introduction to basic word processing applications in the law office using a Windows environment and state of the art software. Students will apply technology to create and format standard legal documents.

Note: Transferable to SFU.

LGAS 150 3 credits (4,0,0) hrs 15 wks

Introduction to Study of Law

Introduction to legal concepts and legal reasoning. The course will cover the historical development of legal institutions and the principles of common law and equity, the interpretation of statutes, and an analysis of the system; its strengths and weaknesses.

Note: Transferable to SFU.

LGAS 151 3 credits (4,0,0) hrs 15 wks

Evidence

An introduction to the law of evidence. Although some statutes will be considered, emphasis will be on case law and current developments in the law.

Note: Transferable to SFU.

LGAS 152 3 credits (4,0,0) hrs 15 wks

Litigation Procedures I

Introduction to procedures in the courts of B.C. The course covers basic procedures in pre-trial preparation of documents, and the use of precedents in litigation.

LGAS 153 1.5 credits (2,0,0) hrs 15 wks

Basic Corporate Procedures

An examination of the B.C. Company Act and the CBCA and the various documents required to incorporate a company and attend to routine filings and resolutions. Differences between reporting and non-reporting companies will be studied.

LGAS 155 1.5 credits (2,0,0) hrs 15 wks

Conveyancing Procedures

Introduce students to basic conveyancing procedures in B.C., including the role of the conveyancing assistant, the structure of a real estate sale, the system of registration in B.C., and basic procedures when acting for a purchaser and/or vendor.

LGAS 157 3 credits (4,0,0) hrs 15 wks

Wills and Probate Procedures

An examination of the Wills Act, the Estate Administration Act, and Wills Variation Act. Students will prepare the necessary documents to obtain Letters Probate and Letters of Administration. Students will also learn how to deal with assets after Letters Probate or Administration have been obtained.

LGAS 164 1.5 credits (2,0,0) hrs 15 wks

Litigation Procedures II

Prerequisite: LGAS 152.

This course provides practical experience in processing uncontested divorce applications under the Divorce Act and the Supreme Court rules.

LGAS 170 3 credits (4,0,0) hrs 15 wks

Legal Research

Provides the student with the techniques and methodology of legal research and will include functions such as reading case briefs and legal documents; using encyclopedia, annotated reports, law reviews, case comments; and locating decisions and statutes.

LGAS 172 3 credits (4,0,0) hrs 15 wks

Legal Drafting

Course work includes drafting specific clauses in legal documents, drafting, revising and preparing simple contracts, pleadings and affidavits as well as complex versions of the same. The style and structure of both informal and formal documents will be reviewed and implemented.

LGAS 179 3 credits (4,0,0) hrs 15 wks

Legal Interviewing

This course will give an understanding of the role of the legal assistant and of the process of legal interviewing. Students will acquire skills in conducting various types of interviews.

LGAS 180 3 credits (4,0,0) hrs 15 wks

Contracts I

The objective of this course is to give the students a general understanding of the fundamental principles of contract law, including offer and acceptance, certainty, intention, consideration, and privity.

LGAS 181 3 credits (4,0,0) hrs 15 wks

Contracts II

Prerequisite: LGAS 180.

This course is a continuation of LGAS 180. Topics include misrepresentation, interpretation, mistake, duress, and remedies.

LGAS 182 3 credits (4,0,0) hrs 15 wks

Creditors' Remedies

Discussion of the principles, practice and information gathering procedures necessary to realize on judgments. The case method will be used and students are expected to be familiar with the documentation used in the above process.

LGAS 186 3 credits (4,0,0) hrs 15 wks

Aboriginal Law

This course will familiarize students with the main legal topics involving First Nations in B.C., including constitutional relations between governments, the Indian Act and Indian Band governance, citizenship, family law and adoption issues, treaty-making and lands and resources issues.

LGAS 199 3 credits (4,0,0) hrs 15 wks

Career Practicum

Prerequisite: 3.0 Cumulative GPA.

This includes the work portion of the Career Practicum which consists of six months in a law firm. It also includes classroom seminars and instructor/student consultations. Students will be assisted by the instructor in finding a practicum, but it is the student's responsibility to obtain a practicum position. This practicum must be commenced within two years of completing the Paralegal/Legal Assistant course requirements.

LGAS 215 1.5 credits (2,0,0) hrs 15 wks

Law Office Procedures

Practical information about the organization and management of law offices. The course includes instruction on timekeeping, filing, diary and bring forward systems, communication systems and law office accounting procedures (including Trust Accounts).

LGAS 252 3 credits (4,0,0) hrs 15 wks

Torts I

An introductory study of torts. Principal topic to be studied is the law of negligence.

LGAS 253 3 credits (4,0,0) hrs 15 wks

Company Law

This course will address the law relating to business associations. An examination of rights and duties of officers, directors, and shareholders, as well as an analysis of provincial securities practice.

LGAS 254 3 credits (4,0,0) hrs 15 wks

Torts II

Prerequisite: LGAS 252.

This is a continuation of LGAS 252. Recovery of pure economic loss, nuisance, liability of statutory authorities, intentional torts and other areas are studied.

LGAS 255 3 credits (4,0,0) hrs 15 wks

Real Property

A review of the common law relating to real property as modified by legislation will be studied in this course using the case analysis method.

LGAS 256 3 credits (4,0,0) hrs 15 wks

Family Law

Law and the family: marriage and its dissolution; rights and duties of spouses and parents; custody; access, guardianship, and adoption.

LGAS 257 3 credits (4,0,0) hrs 15 wks

Wills and Estates

This course will illustrate the formal requirements and the substantive law affecting the validity of Wills, and review the consequences of intestacy, strategies for estate planning, and the potential for claims under the Wills Variation Act and legislation dealing with trusts and adult guardianship.

LGAS 262 3 credits (4,0,0) hrs 15 wks

Litigation Procedures III

Prerequisite: LGAS 152.

This course involves the practical application of the Rules of Court relating to Pre-Trial, Discovery, Foreclosure, Small Claims and Cost.

LGAS 264 3 credits (4,0,0) hrs 15 wks

Insurance Law I

An overview of Canadian insurance law including structure of the industry, insurable interest, valuation, subrogation, contribution and indemnity and duty to disclose.

LGAS 265 3 credits (4,0,0) hrs 15 wks

Insurance Law II

Continuation of LGAS 264 covering agents' duties and responsibilities; form and formation of the insurance contract; the claims process; and ICBC insurance issues.

LGAS 267 3 credits (4,0,0) hrs 15 wks

Intellectual Property

A review of the common law, legislation and international treaties and conventions affecting intellectual property; specifically: copyrights, patents, and trademarks and the management and enforcement of intellectual property rights.

LGAS 268 3 credits (4,0,0) hrs 15 wks

Criminal Law

Substantive elements of selected criminal offenses and consideration of various defences. The effect of The Charter of Rights on rights of the accused will be also studied.

Note: Transferable to SFU.

LGST 108 1.5 credits (2,0,0) hrs 8 wks

Family Law Litigation Procedures

Introduction to the procedures, rules and legislation applicable to divorce and family law litigation.

LGST 109 3 credits (4,0,0) hrs 15 wks

Basic Litigation Procedures

Introduction to the procedures, rules and legislation applicable to general litigation in the Supreme Court of B.C.

LGST 110 3 credits (4,0,0) hrs 15 wks

Corporate Procedures

An examination of the B.C. Companies Act and the various documents that a legal secretary must be familiar with in order to incorporate a company and attend to routine filings and resolutions. Records Office requirements, annual proceedings, preparing share certificates and registration, etc., will also be covered.

LGST 112 3 credits (4,0,0) hrs 15 wks

Basic Conveyance and Mortgage Procedures

This course covers the contract of purchase and sale, Land Title Act requirements for registration of title in B.C., search procedures, preparation of primary and secondary documents and forms involved in conveying title and registering charges. Emphasis will be on preparing documents acceptable to the Land Title Office, such as transfers, mortgages, and related forms for a residential conveyance.

LGST 114 1.5 credits (2,0,0) hrs 8 wks

Wills and Probate Procedures

An examination of the Wills Act, and Estate Administration Act. Students will prepare the necessary documents to obtain Letters Probate in the Supreme Court of B.C. and be familiar with documentation required for issuance of Letters of Administration.

LGST 116 1.5 credits (2,0,0) hrs 8 wks

Introduction to the Legal System

This course acquaints students with a working knowledge of the Canadian and B.C. Court System, ethics of the legal profession and the rules of the Law Society relating to trust accounts, with added emphasis on legal vocabulary.

LGST 117 1.5 credits (2,0,0) hrs 15 wks

Legal Office Procedures

A course to prepare legal secretarial students for positions in law offices. Instruction in time keeping, diary systems, use of law library, ethical responsibilities, filing, and other procedures particular to the profession.

LGST 119 1.5 credits (2,0,0) hrs 15 wks

Practicum

Following successful completion of term two a work practicum is arranged for the student. Before the practicum the student will be required to attend career preparation classes, which will include résumé preparation and interview techniques.

LGST 122 3 credits (4,2,0) hrs 15 wks

Computer Applications in the Legal Office

This course is a continuation of LGST 123. Students will acquire general practical working knowledge of additional computer programs such as database, spreadsheet and calendaring software. Exposure to computer software programs used specifically in legal offices will be included through demonstrations or practical assignments.

LGST 123 4.5 credits (6,3,0) hrs 15 wks

Legal Document Formatting

Prerequisite: 45 w.p.m. keyboarding.

This course introduces students to basic and intermediate word processing concepts using current software while working on an IBM compatible computer. Students will gain proficiency working with the software and the computer by producing a variety of legal documents formatted according to current legal office standards.

LGST 124 3 credits (4,0,0) hrs 15 wks

Organizational Behaviour

This course looks at the effects of individual and group behaviour in organizations. Topics include leader behaviour and power, motivation, attitude development, perception, work stress and conflict. Students will also learn how to apply communication, problem solving and conflict resolution skills toward an organization's overall effectiveness.

LGST 130 4.5 credits (6,0,0) hrs 15 wks

Legal Document Transcription

Prerequisite: LGST 123

Students will gain experience in preparing legal materials on a computer from recorded material which has been dictated as if from the desk of a lawyer to a competent legal secretary. The students will also build keyboarding speed and accuracy skills using both general business and legal materials.

LING 100 3 credits (4,0,0) hrs 15 wks

Introduction to General Linguistics: Language Structure

This course will provide an introduction to the study of human language and ultimately the human mind. Linguistics 100 is designed to introduce the field of

linguistics, and develops the core areas that are involved in the description and analysis of language: morphology, syntax, phonetics and phonology. We will develop an understanding of the concepts of linguistics by looking at data from various languages around the world.

LING 101 3 credits (4,0,0) hrs 15 wks

Introduction to General Linguistics: Language Use

This course is a continuation of Linguistics 100 and explores the relationship of language to other systems - social, biological and cognitive. It explores the relationship between language and social systems (sociolinguistics), language change (historical linguistics), first and second language acquisition, language meaning and use (semantics and pragmatics), language typology and the nature of writing systems.

LING 102 3 credits (4,0,0) hrs 15 wks

Introduction to Practical Phonetics

This course is an introduction to articulatory phonetics, a method of describing speech sounds on the basis of how they are produced or articulated. While there will be weekly assigned readings, the focus of the course will be on the development of practical skills in the transcription of English speech sounds. In addition to the reading and transcription drills, the course will also focus on the sound systems of the second languages that members of the class are currently studying.

LSP. 100 1.5 credits (24,0,6) hrs 2 wks

Introduction: Economics for Trade Unionists

An economics course emphasizing both the simplicity of most economic ideas, and the relevance of economics to an understanding of the way Canadian society operates. It focuses on the reasons why economists disagree about free trade, the role of government in the economy and the role of unions, and isolates the political nature of most economic arguments. Topics discussed include the workings of the market system, the idea of competition and the reality of monopoly power, the potential benefits and costs of "free trade", and the causes and consequences of inflation and employment.

Note: This course serves as a Canadian Studies credit.

LSP. 101 1.5 credits (24,0,6) hrs 2 wks

Labour Economics: Alternatives & Options

This course will give participants an understanding of the new global economy. Learn about the impact of tax cuts, free trade and globalization on the economy of B.C. Emphasis is placed on the development of an alternative economic vision for labour.

LSP. 109 1 credit (12,0,3) hrs 1 wk

Legal Research Skills

This course provides students with a general understanding of the fundamental principles of legal research. Students learn the basics of legal research by doing a series of specific research problems. The Labour Relations Board library and computers are used by the participants to undertake hands-on research assignments.

LSP. 110 1.5 credits (24,0,6) hrs 2 wks

B.C. Labour Law

A basic but comprehensive course designed to acquaint union members as well as officers and staff with the essentials of the provincial labour law. The course covers organizing, unfair labour practices, arbitration, strikes, lockouts and picketing, amongst other topics. The sessions include detailed examination of the Labour Relations Code, important Labour Relations Board decisions, as well as court decisions dealing with labour law issues.

Note: This course serves as a Canadian Studies credit.

LSP. 111 1.5 credits (24,0,6) hrs 1 wk

Canada Labour Code

A broad examination of the Code and decisions which affect unions under federal labour jurisdiction. Introduction of labour law research methods and their application. Emphasis is placed on the policy underlying the code and the creation and effect of the collective agreement.

Note: This course serves as a Canadian Studies credit.

LSP. 112 1.5 credits (24,0,6) hrs 2 wks

Arbitration Law

This course is designed to introduce trade unionists to the basics of labour arbitration law. The students will acquire the knowledge and skills needed to identify the legal issues in common labour disputes, and to apply arbitration law to real or hypothetical cases, identify the essential facts in dispute and what evidence can help prove them, and to create a closing argument, arguing both the facts and the law.

LSP. 114 1 credit (12,0,3) hrs 1 wk

Employment Standards Act

This course provides an in-depth review of the Employment Standards Act with a view to understanding the requirements of this act as it relates to collective agreements. Unions may not contract out of the minimum standards but four sections of the act allow collective agreements some flexibility. By the end of the course, participants should have a good understanding of whether a collective agreement has deficiencies when compared to the requirements of the act.

LSP. 115 1.5 credits (24,0,6) hrs 2 wks

Issues in Occupational Health and Safety

A general background to and overview of the main social, medical, economic, technical and legal issues facing B.C. workers in the field of health and safety. Special attention is given to the Workers' Compensation Board.

Note: This course serves as a Canadian Studies credit.

LSP. 116 1.5 credits (24,0,6) hrs 2 wks

Workers' Compensation Act and the WCB

The course provides a general understanding of the Workers' Compensation Act and the WCB. The statutory and administrative framework of the Workers' Compensation Board and all phases of claims handling are examined. Students are provided with information required to represent workers with compensation appeals with special emphasis on reviewing WCB claim files, securing evidence, presenting the evidence by written submissions and at oral hearings.

Note: This course serves as a Canadian Studies credit.

LSP. 118 1 credit (12,0,3) hrs 1 wk

Human Rights Law

An examination of the essential practices and procedures in human rights law focusing on sexual harassment and the duty to accommodate. This course offers up-to-date legal information from the provincial and federal jurisdictions. It provides an assessment of legal protection under the Human Rights Code of British Columbia, the Canadian Human Rights Act, and the Canadian Charter of Rights and Freedoms, as well as collective agreements and institutional policies. The course provides the participant with a thorough understanding of liability, the process of filing a complaint, and appropriate remedies in human rights law.

LSP. 140 1.5 credits (24,0,6) hrs 2 wks

History of the Labour Movement in Canada

A survey of the history of the labour movement in Canada from the formation of the working class in the 19th century through to mass industrial unionism. By looking at specific conflicts, a good overview is obtained of the struggles of the labour movement to gain the right to organize, obtain union recognition, bargain collectively and provide decent wages and working conditions.

Note: This course serves as a Canadian Studies credit.

LSP. 141 1 credit (12,0,3) hrs 1 wk

Telling Your Union's Story: A Course in Practical History

This is a companion course for the larger course in Labour History, but it can be taken separately. It is designed to give some basic research skills, skills that can be applied toward learning the history of your union — its development, policies, past struggles and victories. It is meant to be a practical course: the participants learn how to use resources, how to apply them, and how to present the results to others.

LSP. 142 1.5 credits (6,0,0) hrs 4 wks

History of the Labour Movement in BC and Canada

This course traces the growth of trade unionism in Canada with a special emphasis on B.C. The goal is to understand the forces of historical change and to take from the past ideas, skills and experiences that will help shape the future. Using a wide collection of printed and visual materials, films, songs and role-play, participants analyze the raw and vital struggles of Canada's working people. It covers major issues of the movement: the right to organize; the right to bargain; the demand for the eight-hour day; the problem of racism and immigration; the struggle to organize the industrial, public and clerical sectors; and the fight for women's rights. This is a core course in the Labour Studies Certificate Program.

Note: This course serves as a Canadian Studies credit.

LSP. 150 1 credit (12,0,3) hrs 1 wk

Women in the Work Force

This course focuses on the impacts of workplace restructuring and trends women face in the workforce. A fundamental restructuring has been taking place, with a shift away from manufacturing to service sector and a dramatic rise in contract, temporary and part-time work. The course examines what these trends mean for the wage gap, for women's abilities to unionize and for women's unpaid work. These will be put into a historical and global context. Women's experiences in B.C. will be compared with the experiences of other provinces and countries. The course explores the responses unions have made to these trends and women's organizing in communities, across the country and across borders.

LSP. 155 1 credit (12,0,3) hrs 1 wk

Impact of First Nations Land Claims

This course acquaints the participant with the position of native people on the issue of land claims. An understanding of the implications of native land claims for the trade union movement and the history of native people in Canada and British Columbia is gained. This history is studied in relation to the whole question of land.

LSP. 161 1.5 credits (24,0,6) hrs 2 wks

Working with Mass Media

This course is designed to acquaint trade unionists with the nature of print and electronic mass media with a view to improving techniques for relating to the media. Specific topics which emerge from the classes will be dealt with, typical of which might be media ownership and the process of newsmaking.

LSP. 162 1 credit (12,0,3) hrs 1 wk

Working Culture and History of Labour Arts

Since its beginning, Canadian labour has worked to build a cultural life supportive of the concerns of working people. At the same time, visual artists, film makers, dramatists, musicians, writers and other cultural workers have identified with the movement for social change embodied in organized labour. This course explores the history of Canadian labour culture, the influence of various ethnic and international currents in creating a rich cultural identity and the limits and possibilities opened by the advent of mass media. Examples of film, video, television, song, literature and visual art are used as focal points for discussion.

LSP. 180 1.5 credits (24,0,6) hrs 2 wks

Stewards' Training

This course is intended to help stewards and union members to develop confidence in their ability to represent their fellow workers at the office or job-site. They will also learn how to provide the technical skills in advocacy and contract interpretation, and learn a sympathetic approach to grievance processing. Knowledge and skill-building will be developed through role-play and other exercises. Please bring your collective agreement to class.

LSP. 181 1.5 credits (24,0,6) hrs 2 wks

Collective Bargaining

This course provides technical and practical information for the union negotiator. Includes instruction on the bargaining process including preparation and development of proposals; contract language and costing. Bargaining table advocacy skills are explored. Material is available for the specific needs of public and private sector bargaining. A bargaining simulation is held as an integral part of the course.

Note: This course serves as a Canadian Studies credit.

LSP. 212 1.5 credits (24,0,6) hrs 2 wks

Advocacy Before Labour Tribunals

Prerequisite: This course is open to students who have previously completed LSP. 110, 111 or 112. The course is also designed for trade unionists who have presented or assisted in hearings before grievance arbitration boards, labour relations boards and human rights tribunals.

Students will acquire a knowledge of advocacy techniques and skill, and the preparation requirements needed to effectively act as counsel at hearings before tribunals. Students will have opportunities throughout the course to practice their advocacy skills.

LSP. 216 1.5 credits (24,0,6) hrs 15 wks

Workers' Compensation Appeals - Intermediate Level

Prerequisite: This course is open to students who have previously completed LSP. 116 or have experience in representing workers with compensation appeals.

The course provides an understanding of the Workers' Compensation appeals process with special emphasis on policies, procedures and practice by preparing and presenting appeals at the Workers' Compensation Review Board. Students are provided with practical skills for reviewing medical evidence and requesting medical legal opinions. A key part of the course is a case study that involves preparation of an appeal and the presentation of the appeal to a panel of the Workers' Compensation Review Board.

M.T. 320 1.5 credits (2,0,0) hrs 15 wks

Improvisation I

An experiential study of free and structured improvisation forms for groups and solo work.

M.T. 330 3 credits (3,15,0) hrs 15 wks

Basic Clinical Skills

An introduction to the basic concepts of observation, assessment and goal setting, including six weeks of introductory field work and in-class observations.

M.T. 340 1.5 credits (2,0,0) hrs 15 wks

Midi Synthesis Technology

An introduction to the use of midi technology for the therapeutic setting.

M.T. 350 3 credits (4,0,0) hrs 15 wks

The Influence of Music

A study of the physical and psychological impact of music, and its components for music therapy. A study of healing and music in various cultures.

M.T. 360 3 credits (4,0,0) hrs 15 wks

Music Therapy I

This course presents the development of music as therapy, the clientele groups and their needs, and the potential of music as a therapeutic medium.

M.T. 361 3 credits (4,0,0) hrs 15 wks

Music Therapy II

This course presents three music therapy styles with a focus on theory, analysis, and practice. Included are Developmental Music Therapy, Nordoff/Robbins improvisational style, and the use of music therapy in in-patient psychotherapy.

M.T. 364 3 credits (4,0,0) hrs 15 wks

Disabling Conditions - Adulthood

An introduction to anatomy and physiology, normal and abnormal, and practical elements of standard treatment.

M.T. 370 3 credits (4,0,0) hrs 15 wks

Disabling Conditions - Childhood

A basic introduction to abnormal child development and some major intervention approaches.

M.T. 380 1.5 credits (2,0,0) hrs 15 wks

Interpersonal Skills for Music Therapists

Communication and observation exercises to increase awareness of ingrained skills and habits, and to introduce new alternatives.

M.T. 391 6 credits (2,0,0) hrs 15 wks

Practicum II

Field work, in which students design, lead and document music therapy sessions, in consultation with staff supervision. Weekly seminars examine practicum issues.

M.T. 420 1 credit (1.33,0,0) hrs 15 wks

Improvisation II - Guitar

Group leading using guitar improvisation, plus exploring current popular styles and idioms.

M.T. 450 1.5 credits (2,0,0) hrs 15 wks

The Influence of Music II

A continuation of lecture and experiential exposure to the influence of music in conjunction with the expressive arts.

M.T. 451 1.5 credits (2,0,0) hrs 15 wks

Music and the Creative Arts

An experiential exposure to leading creative arts activities which can be used in conjunction with music: e.g. dance, visual arts, poetry.

M.T. 460 3 credits (4,0,0) hrs 15 wks

Music Therapy III

A continuation of the presentation of music therapy styles, for psychiatry, palliative care, music education and in healing, including the work of Helen Bonny and Mary Priestley. Assessment and treatment planning will be covered in depth.

M.T. 461 3 credits (4,0,0) hrs 15 wks

Music Therapy IV

This course focuses on professional attitudes, skills and awareness including a significant section on counselling skills for music therapists. Students learn job hunting/creation skills and practise leading inservices and workshops.

M.T. 462 3 credits (4,6,0) hrs 15 wks

Principles of Research for Music Therapy Students

An introduction to elementary research designs and basic statistical procedures.

M.T. 480 1.5 credits (2,0,0) hrs 15 wks

Improvisation III

A continuation of Improvisation II.

M.T. 490 6 credits (2,0,0) hrs 15 wks

Practicum III

Field work and weekly seminars. (Refer to M.T. 391.)

M.T. 491 6 credits (2,0,0) hrs 15 wks

Practicum IV

Field work and weekly seminars. (Refer to M.T. 391.)

M.T. 510 9 credits (12,0,0) hrs 15 wks

Internship

1,000 hours of clinical field work, including monthly seminars.

MATH 091 1 credit (4,0,0) hrs 5 wks

Introductory Algebra

Prerequisite: Math Placement Test (MPT); or Principles of Math 11 or Applications of Math 12 with at least a C- grade.

Develops the concepts of introductory algebra with emphasis on the real number system, the algebra of exponents, and polynomial arithmetic at the elementary level. This course is intended for students who require a basic introduction to algebra.

This course meets four hours per week for approximately five weeks.

MATH 096 2 credits (4,0,0) hrs 10 wks

Intermediate Algebra with Functions

Prerequisite: MPT or completion within the past 12 months of: MATH 091 or BMTH 043 with at least a B-grade; or BMTH 044 with at least a C grade; or Principles of Math 11 or Applications of Math 12 with at least a C+ grade.

Develops the concepts of intermediate algebra including polynomials, rational expressions, radical expressions, quadratic equations and an introduction to logarithms. This course is intended for students who have already completed a basic introduction to algebra.

This course meets four hours per week for approximately ten weeks.

MATH 101 3 credits (4,0,0) hrs 15 wks

Introduction to Statistics

Prerequisite: Math Placement Test (MPT); or MATH 091 or BMTH 043 with at least a C+ grade; or MATH 096 or BMTH 044 with at least a C- grade; or Principles of Math 11 or Applications of Math 12 with at least a C grade.

An introduction to the language of statistics and some statistical methods, including random variables and their distribution; random sampling, normal distribution, estimation of parameters and testing hypotheses.

Note: No duplicate credit for MATH 101/204.

MATH 102 3 credits (4,0,0) hrs 15 wks

Statistical Methods

Prerequisite: MATH 101 with at least a C- grade.

A study of important statistical methods commonly used in the analysis of research data, including t-tests and their non-parametric competitors, one and two-way analysis of variance, chi-square tests and regression analysis.

MATH 105 3 credits (4,0,0) hrs 15 wks

Precalculus Mathematics

Prerequisite: Math Placement Test (MPT) or completion within the past 12 months of: Principles of Math 12 with at least a C grade; or MATH 096 with at least a C- grade; or BMTH 044 with at least a B grade.

A review of algebra and a discussion of functions, graphs, mathematical models, trigonometry, logarithms and exponential functions. Primarily for students who anticipate taking calculus courses or who require a Principles of Math 12 equivalent course.

Note: This course is not transferable to UBC except if combined with MATH 108 or 116 (for some faculties).

No duplicate credit for MATH 105/107.

MATH 107 3 credits (4,0,0) hrs 15 wks

Precalculus for Business and Social Sciences

Prerequisite: Math Placement Test (MPT) or completion within the past 12 months of: Principles of Math 12 with at least a C grade; or MATH 096 with at least a C- grade; or BMTH 044 with at least a B grade.

The mathematical models/applications in this course will be mainly business/finance oriented.

Linear and quadratic equations and inequalities, absolute value, systems of linear equations, functions and graphs, inverse functions, mathematical modelling, exponential and logarithm functions, circular and trigonometric functions, right-triangle trigonometry, arithmetic and geometric progressions, compound interest and annuities, summation notation, binomial theorem.

This course is not transferable to UBC unless combined with MATH 108 (for some faculties).

Note: No duplicate credit for MATH 105/107.

MATH 108 3 credits (4,0,0) hrs 15 wks

Calculus I for Business and Social Sciences

Prerequisite: Math Placement Test (MPT) or completion within the past 12 months of: Principles of Math 12 with at least a B grade; or MATH 105 or MATH 107 with at least a C- grade; or BMTH 054 with at least a C+ grade.

An introduction to the mathematics of change; the concepts of calculus and the application of these concepts to business and the social sciences using a technology-based modelling approach; mathematical models of data sets using continuous functions; using the derivative and integral to investigate change; interpreting and communicating results.

Note: No duplicate credit for MATH 108/116.

MATH 109 3 credits (4,0,0) hrs 15 wks

Calculus II for Business and Social Sciences

Prerequisite: MATH 108 or 116 with at least a C- grade.

Trigonometric functions, applications of the definite integral, integration techniques. Functions of several independent variables, partial derivatives, extrema, Lagrange multipliers, multiple integrals, some techniques for solving differential equations, systems of linear equations.

Note: No duplicate credit for MATH 109/126.

MATH 116 3 credits (4,0,0) hrs 15 wks
Calculus I

Prerequisite: Math Placement Test (MPT) or completion within the past 12 months of: Principles of Math 12 with an A grade; or Principles of Math 12 and Calculus 12 with at least a B grade in each; or MATH 105 with at least a C- grade; or BMTH 054 with at least a B grade.

Corequisite: MATH 117.

Course content: Limits, continuity, the derivative, rules of differentiation, implicit differentiation, parametric curves, related rates, curve sketching, optimization, linear approximations, transcendental functions, indeterminate forms, anti-differentiation. Throughout the course a strong emphasis is placed on the geometric interpretation of the concepts of calculus.

Note: No duplicate credit for MATH 108/116.

MATH 117 1 credit (1,1,0) hrs 15 wks
Applications of Calculus I

Corequisite: MATH 116.

Course content: Applications of differential calculus with an emphasis on the use of technology in mathematics. Topics include: models, curve fitting, Taylor polynomials, numerical stability, numerical derivatives, rates of change, optimization.

MATH 124 3 credits (4,0,0) hrs 15 wks
Discrete Mathematics I

Prerequisite: Math Placement Test (MPT) or completion within the last 12 months of: Principles of Math 12 with an A grade; or Principles of Math 12 and Calculus 12 with at least a B grade in each; or MATH 105 or BMTH 054 with at least a A grade; or MATH 116 with at least a C- grade.

A survey of fundamental topics in discrete mathematics including: mathematical proofs using direct arguments, indirect arguments, and induction; the algebra of sets; combinatorics; functions and relations; and graph theory. This course stresses the special role of discrete mathematics in computing science.

MATH 126 3 credits (4,0,0) hrs 15 wks
Calculus II

Prerequisite: MATH 116 with at least a C- grade.

Corequisite: MATH 127.

Course Content: A study of the anti-derivative, the integral, techniques of integration, applications of the integral, differential equations, polar coordinates, sequences, infinite series and Taylor's Theorem. Continued emphasis on the geometric interpretation of the concepts of calculus.

Note: No duplicate credit for MATH 109/126.

MATH 127 1 credit (1,1,0) hrs 15 wks
Applications of Calculus II

Prerequisite: MATH 117 with at least a D grade.

Corequisite: MATH 126.

Course content: Applications of integral calculus with an emphasis on the use of technology in mathematics. Topics include: numerical integration, introduction to a computer algebra system, applications in science, differential equations, sequences and series.

MATH 152 3 credits (4,0,0) hrs 15 wks
Linear Algebra and Differential Equations

Corequisite: MATH 126.

An introduction to systems of linear equations and matrices, vector spaces and linear transformations, determinants, eigenvalues and eigenvectors, inner product spaces. The theory will be applied to first order linear differential equations, first order linear systems and engineering topics.

Note: This course is intended for students in the Engineering Program.

MATH 190 3 credits (4,0,0) hrs 15 wks
Mathematics for Elementary Teachers

Prerequisite: Math Placement Test (MPT); or MATH 091 or BMTH 043 with at least a B grade; or MATH 096 with at least a C- grade; or BMTH 044 with at least a C+ grade; or Principles of Math 11 or Applications of Math 12 with at least a C grade.

A study of selected topics in mathematics so that future elementary teachers gain an appreciation of the power, beauty, and importance of mathematics. Topics include: problem solving, number systems, geometry, measurement, probability and statistics. This course does not normally count for credit in science programs.

Note: The Math Department offers a full second-year university transfer program in math. Students planning to take 200 level math should seek advice from Math instructors.

MATH 200 3 credits (4,0,0) hrs 15 wks
Linear Algebra

Prerequisite: MATH 126 with at least a C- grade.

An introduction to systems of linear equations and matrices, vector spaces and linear transformations, determinants, eigenvalues and eigenvectors, inner product spaces. Theorems and proofs are an important component of the course.

MATH 204 3 credits (4,0,0) hrs 15 wks

Probability and Statistics for Applications

Prerequisite: MATH 108 or 116 with at least a C- grade.

An introduction to inferential statistical methods. Confidence intervals, t-tests, chi-square tests, correlation and regression. The emphasis will be on problem formulation, models, assumptions and interpretation. Regularly scheduled labs will introduce course participants to appropriate supporting statistical software.

Note: No duplicate credit for MATH 101/204.

MATH 205 3 credits (4,0,0) hrs 15 wks

Introduction to Probability and Statistics

Prerequisite: MATH 126 with at least a C- grade.

A calculus-based study of probability, discrete and continuous random variables, mathematical expectation, moment generating functions, Central Limit Theorem, sampling from normal populations, confidence intervals, hypothesis testing.

MATH 215 3 credits (4,0,0) hrs 15 wks

Introduction to Analysis

Prerequisite: MATH 126 with at least a C+ grade.

A course for students who plan to proceed in mathematics. Logic, sets, functions, limits of sequences and series; introduction to continuity, the derivative, Riemann Integral.

Note: MATH 215 to be offered in the fall or spring term when sufficient student demand is evident.

MATH 224 3 credits (4,0,0) hrs 15 wks

Discrete Mathematics II

Prerequisite: MATH 124 with at least a C- grade.

A continuation of the study of discrete mathematics from MATH 124. The emphasis is on combinatorial analysis, including generating functions, set theory and graph theory, with applications to computing science including representations, algorithms, and complexity.

MATH 230 3 credits (4,0,0) hrs 15 wks

Calculus III

Prerequisite: MATH 126 with at least a C- grade.

Corequisite: MATH 200.

Analytical geometry of three dimensions; partial differentiation, applications; double and triple integrals; transformations to various coordinate systems.

MATH 231 3 credits (4,0,0) hrs 15 wks

Calculus IV

Prerequisite: MATH 230 with at least a C- grade and either MATH 152 or MATH 200 with at least a C- grade.

Vector calculus; line and surface integrals; Green's Theorem; vector fields; divergence theorem; Stokes's Theorem; applications.

MATH 235 3 credits (4,0,0) hrs 15 wks

Introduction to Differential Equations

Prerequisite: MATH 200 and 230 with at least a C- grade in each.

An introduction to ordinary differential equations; first order equations; higher order linear differential equations; linear systems; power series techniques; Laplace transform method; the phase plane, applications.

MDIA 076 0.8 credits (0,8,0) hrs 2 wks

MAC Lab Orientation

Prerequisite: Acceptance into the first year of the Media Program.

An overview of the Mac operating system and an orientation to the functionality of the Mac lab.

MDIA 100 3 credits (4,0,0) hrs 15 wks

Introduction to Video Production

This course concentrates on the basic skills involved in video production with an emphasis on camera techniques and visual sequencing.

MDIA 103 3 credits (4,0,0) hrs 15 wks

Introduction to Digital Media

Prerequisite: Admission to the Media program.

An introduction to computer networks and digital media applications for the media student. Students will prepare a range of digital documents for print and screen delivery.

MDIA 106 3 credits (4,2,0) hrs 15 wks

Photography I - Introduction to the Still Image

Prerequisite: Admission to the Media program.

An introduction to photography with an emphasis on controlling the appearance of an image through creative use of the camera's functions and appropriate tonal manipulation of black and white prints.

MDIA 107 3 credits (4,2,0) hrs 15 wks

Video Production

Prerequisite: Admission to the Media program.

This course is an introduction to the technical, creative and organizational aspects of video production, camera operation and editing. The course emphasizes the development of storytelling skills through the use of film language and structure.

MDIA 108 1.5 credits (2,0,0) hrs 15 wks

Media Literacy

Prerequisite: Admission to the Media program.

This course is an introduction to media awareness, critical analysis and evaluation. Students learn media formats and applications, and intellectual property rights.

MDIA 109 3 credits (4,2,0) hrs 15 wks

Audio Production

Prerequisite: Admission to the Media program.

An introduction to basic audio production techniques; components include interviewing, scripting, editing and mixing. Course also covers operation of microphones, digital field recorders, and computer-based audio software.

MDIA 115 3 credits (4,0,0) hrs 15 wks

Film Studies

Prerequisite: Admission to the Media program.

An overview of the historical development of film and video. The course concentrates on the growth of cinematic aesthetic and narrative capabilities.

MDIA 120 1.5 credits (2,0,0) hrs 15 wks

Film Studies for Animation

This course will familiarize students with structural elements and basic principles of filmmaking. Students will develop a "film sense" which is a basic skill of storyboard artists and filmmakers.

MDIA 160 1.5 credits (2,2,0) hrs 15 wks

TV Studio Operation

Prerequisite: Successful completion of first term of the Media program.

This course provides an introduction to the roles and processes involved in the operation of a multi-camera television studio. Students learn facility management, crew roles and equipment operation with an emphasis on safety and set etiquette.

MDIA 164 3 credits (4,2,0) hrs 15 wks

Interactive Media

Prerequisite: Successful completion of first term of the Media program.

An introduction to the theoretical and conceptual aspects of interactive media. Students will produce interactive media projects in several genres.

MDIA 165 1.5 credits (2,2,0) hrs 15 wks

Digital Image Manipulation I

Prerequisite: Successful completion of first term of the Media program.

This course builds on skills acquired in Photography I and Introduction to Digital Media. Issues of resolution and optimization as well as basic digital manipulation of still images for Web and print based output are addressed.

MDIA 166 3 credits (4,2,0) hrs 15 wks

Photography II

Prerequisite: Successful completion of first term of the Media program.

This course builds on skills acquired in Photography I. Students will learn how to control the properties of light and colour in shooting situations. Electronic and studio flash systems are introduced along with existing light situations. Students will produce images for an exhibition.

MDIA 167 3 credits (4,2,0) hrs 15 wks

Intermediate Video Production

Prerequisite: Successful completion of first term of the Media program.

This course builds on the fundamentals of video production through the development of camera, lighting, sound and editing aesthetics and techniques. Students produce a variety of projects in different genres.

MDIA 169 3 credits (4,2,0) hrs 15 wks

Sound Production for Media Applications

Prerequisite: Successful completion of first term of the Media program.

An application of audio production techniques in a variety of situations, including multi-track recording and mixing, operation of a sound studio, sound design for video production, and operation of advanced audio production software.

MDIA 170 1.5 credits (2,2,0) hrs 15 wks

Project Development

Project Development supports the production-based courses in the program. Students learn to develop proposals, design production budgets, and pitch concepts for a variety of media applications.

MDIA 201 1.5 credits (2,2,0) hrs 15 wks

Advanced Digital Post

Prerequisite: Successful completion of second term of the Media program.

An advanced course in non-linear editing introducing the AVID MC Express and MEDIA 100 systems.

MDIA 202 3 credits (4,0,0) hrs 15 wks

Intermediate Video II

In this course students will learn the fundamentals of developing, writing, and presenting material suitable for basic video documentary productions.

MDIA 203 1.5 credits (4,0,0) hrs 8 wks

Animation for Media Students

Prerequisite: Successful completion of second term of the Media program.

An introduction to the theory and application of animation techniques. The course will include the conceptual skills needed to conceive and design basic animations, and the computer skills needed to produce them.

MDIA 205 1.5 credits (2,0,0) hrs 15 wks

Digital Image Manipulation II

Prerequisite: Successful completion of second term of the Media program.

An advanced course in digital image manipulation of both still and motion frames. Students will work with graphic and text animation.

MDIA 206 1.5 credits (4,0,0) hrs 8 wks

Photography III

Prerequisite: Successful completion of second term of the Media program.

Medium and large format cameras are introduced along with advanced studio lighting techniques. Business-related issues such as shooting style, copyright protection and contracts are addressed.

MDIA 207 3 credits (4,2,0) hrs 15 wks

Advanced Video Production

Prerequisite: Successful completion of second term of the Media program.

This course teaches the creation of not-for-broadcast projects based on personal, community and social issue stories. There is an emphasis on design, management, implementation and evaluation.

MDIA 209 1.5 credits (2,2,0) hrs 15 wks

Sound Production for Video

Prerequisite: Successful completion of second term of the Media program.

A survey of advanced audio production applications, including sound design for film, interactive media, advanced audio formats, and advanced field recording for video production.

MDIA 210 1.5 credits (2,2,0) hrs 15 wks

TV Studio Production

Prerequisite: Successful completion of second term Media courses.

Building on the fundamentals of studio operation, this course teaches the roles of producer and director in multi-camera television projects. Production management, organization, and elements of design and content are covered.

MDIA 263 1.5 credits (2,0,0) hrs 15 wks

Production Resources

The comparative study of media technical systems and their operation; evaluation of various resources available in the Lower Mainland; design and/or modification of systems for media production and delivery; and interface of different types of systems.

MDIA 290 1.5 credits (2,0,0) hrs 15 wks

Advanced TV Studio Production

Prerequisite: Successful completion of third term of the Media program.

Students develop, produce and stream a number of half hour studio television specials. There is an emphasis on full responsibility for creative and technical content, studio operations, marketing and distribution.

MDIA 291 1.5 credits (3,3,0) hrs 10 wks

Portfolio Development

Prerequisite: Successful completion of third semester Media program courses.

Students will prepare a still image portfolio, portfolio Web site and video demo reel of their media work produced during the two-year program.

MDIA 298 1.5 credits (2,0,0) hrs 15 wks

Advanced Media Literacy

Prerequisite: Successful completion of third term of the Media program.

Through plotting the progress of the digital revolution and analyzing mass media systems, students learn about the cultural and economic influences in media, alternative media sources, convergent technology, and issues in media ethics.

MDIA 299 1.5 credits (2,0,0) hrs 15 wks

Major Projects

Students will work in production groups to produce programs for actual clients. Students are responsible for all aspects of these productions from contact to completion.

MDIA 303 3 credits (4,0,0) hrs 15 wks

Practicum

Prerequisite: Successful completion of third semester Media program courses.

A four-week full-time practicum. In the practicum students consolidate and use knowledge and skills gained throughout the program. Students work closely with their instructor to arrange a suitable practicum experience.

MOA. 100 3 credits (4,2,0) hrs 15 wks

Medical Document Processing I

Keyboarding skill development and introduction to MS Office 2000; basic to advanced applications. (Word 2000, Windows 95, Excel 2000).

MOA. 102 1.5 credits (2,0,0) hrs 15 wks

Keyboarding Skill and Speed Development

This course will build keyboarding speed and accuracy skills using both general and medical materials.

MOA. 103 3 credits (4,2,0) hrs 15 wks

Medical Machine Transcription and Computer Applications

Prerequisite: MOA. 100 and 111.

Practice in transcribing medical correspondence and reports from dictation equipment. The student will also acquire a practical knowledge and understanding of basic database concepts.

MOA. 105 3 credits (4,0,0) hrs 15 wks

Medical Administrative Procedures I

Students will learn office procedures specific to the medical office including time management, medical ethics, appointments, patient record, filing, reception skills, and medical billing.

MOA. 106 0.75 credits (2,0,0) hrs 8 wks

Medical Administrative Procedures II

Prerequisite: MOA. 105.

Continuation of MOA. 105. Students will be able to perform financial recordkeeping specific to the medical office.

MOA. 107 1.5 credits (2,0,0) hrs 15 wks

Clinical Procedures I

Students will learn about clinical procedures pertinent to the doctor's office and the hospital setting. Students will learn how to use and maintain medical office equipment. The course includes general information about physical and mental health; medications and health products. There is a mandatory lab component.

MOA. 108 1.5 credits (2,4,0) hrs 15 wks

Clinical Procedures II and Pharmacology

Prerequisite: MOA. 107.

Continuation of MOA. 107. There is a mandatory lab component.

MOA. 109 3 credits (4,0,0) hrs 15 wks

Anatomy, Physiology, and Pathology I

A study of structure, function and interrelationships of the systems of the body. Common medical disorders, operative procedures and diagnostic tests will be studied in conjunction with the systems.

MOA. 110 3 credits (4,0,0) hrs 15 wks

Anatomy, and Related Physiology and Pathology II

Prerequisite: MOA. 109.

A continuation of MOA. 109.

MOA. 111 3 credits (4,0,0) hrs 15 wks

Medical Terminology I

Introduction to Greek and Latin prefixes, suffixes, roots, and combining forms common to medical terminology. Students will acquire the necessary skills to define, pronounce and correctly spell medical terms.

MOA. 112 3 credits (4,0,0) hrs 15 wks

Medical Terminology II

Prerequisite: MOA. 111.

Continuation, reinforcement of terminology in MOA 111.

MOA. 115 1.5 credits (2,0,0) hrs 15 wks

Directed Work Experience

Prerequisite: St. John's First Aid Enhanced or Industry Certificate (16 hours).

Following successful completion of term two, a medical office/clinic or hospital work practicum is arranged for the student. Before the work placement, the student will be required to attend career preparation lectures which will include practice sessions for the employment interview.

MOA. 121 1.5 credits (2,2,0) hrs 15 wks

Medical Document Processing II

Prerequisite: MOA. 100.

Advanced MS Office 2000 applications are used in a medical environment.

MOA. 122 1.5 credits (2,2,0) hrs 15 wks

Computerized Medical Billing

Prerequisite: MOA. 105 and MOA. 100.

Students will be introduced to the use of computers in the medical office. Students will acquire skills using a computer to gather patient data, set up appointments, process claims, remittance reports and accounts receivable.

MTEC 123 1 credit (3,0,0) hrs 5 wks

Web Commerce

This course is an overview of business practices in electronic commerce. Doing business on the Web involves a number of issues: buyers and sellers, strategy, competition and practical logistics of payment.

Note: Access to Internet off campus is required.

MTEC 150 1.5 credits (6,0,0) hrs 8 wks

Web Site Design

Prerequisite: Acceptance into the Online Publishing Certificate program.

Access to the Internet.

Corequisite: MTEC 155 and 165.

In this course students will learn the fundamental design principles used when publishing on the World Wide Web. Includes visual design and user interface design as it relates to Web sites.

Note: Corequisites may be waived by permission of program convenor.

MTEC 155 3 credits (4,0,0) hrs 15 wks

Web Production I - Image and Sound

Prerequisite: Acceptance into the Online Publishing Certificate program.

Corequisite: MTEC 150 and 165.

An introduction to the production of graphics, animation, video and sound for Web publication.

Note: Corequisites may be waived by permission of program convenor.

MTEC 165 3 credits (4,0,0) hrs 15 wks

Web Production II - Authoring

Prerequisite: Acceptance into the Online Publishing Certificate program.

Corequisite: MTEC 150 and 155.

In this course students will learn the hypertext mark-up language used to create Web pages. Students will use Adobe Systems software to produce and publish Web sites.

Note: Corequisites may be waived by permission of program convenor.

MTEC 170 3 credits (4,0,0) hrs 15 wks

Web Site Management

Prerequisite: MTEC 150, MTEC 155, MTEC 165 and CMNS 146.

This course covers Web site administration, marketing and maintenance. Students will produce management plans for the Web sites produced in MTEC 175.

Note: Prerequisites may be waived by permission of convenor.

MTEC 175 3 credits (4,0,0) hrs 15 wks

Web Portfolio Development

Prerequisite: MTEC 150, 155, 165 and CMNS 146.

Building on the content of prerequisite courses, students will use this course to build and publish Web sites for their portfolios. Advanced topics in Web production will be covered as they relate to the student's portfolio work.

MUS. 050 2 credits (3,0,0) hrs 15 wks

Preliminary Theory and Ear Training I

To provide the student with a knowledge of theoretical rudiments of western music and to develop rudimentary aural skills.

MUS. 051 2 credits (3,0,0) hrs 15 wks

Preliminary Theory and Ear Training II

Prerequisite: MUS. 050

To provide the student with a knowledge of theoretical rudiments of western music and to develop rudimentary aural skills.

MUS. 100 3 credits (4,0,0) hrs 15 wks

Theory I

Corequisite: MUS. 112.

A study of music from c. 1600 to 1800 with an emphasis on diatonic harmony up to simple modulation. The student will learn control of chord progression and voice leading.

MUS. 101 3 credits (4,0,0) hrs 15 wks

Theory II

Prerequisite: MUS. 100.

Corequisite: MUS. 113.

Continued study of diatonic harmony, to include treatment of all diatonic triads and sevenths, principles of voice leading, and techniques of contrapuntal expansion. Analysis of works in binary and ternary forms.

MUS. 110 1.5 credits (2,0,0) hrs 15 wks

Class Strings I

A practical study of the violin family.

MUS. 111 1.5 credits (2,0,0) hrs 15 wks

Class Strings II

A continuation of MUS. 110.

MUS. 112 1.5 credits (3,0,0) hrs 15 wks

Ear Training and Sight Singing I

Corequisite: MUS. 100.

Study of the aural recognition of intervals, chords, and harmonic movement. The student will learn to: transcribe melodies and rhythms; sight sing using Solfège and scale degrees; read rhythms.

MUS. 113 1.5 credits (3,0,0) hrs 15 wks

Ear Training and Sight Singing II

Prerequisite: MUS. 112.

Corequisite: MUS. 101.

A continuation of MUS. 112.

MUS. 114 1 credit (2,2,0) hrs 15 wks

Class Piano I

This course is designed for students who wish to learn basic keyboard skills. Reading, improvisation, transposition and harmonization are the skills developed during this course and the three subsequent levels. Theoretical concepts are applied at the keyboard and include diatonic triads and sevenths of the major key, all major, minor and modal tetrachords. A weekly lab evaluates material covered in class. Students practise on the department's pianos.

MUS. 115 1 credit (2,2,0) hrs 15 wks

Class Piano II

Prerequisite: MUS. 114.

A continuation of MUS. 114. In addition, keyboard sequences, arpeggios and major scales are introduced along with easy original repertoire.

MUS. 120 3 credits (4,0,0) hrs 15 wks

Music History I

The study of music as an acoustical and structural phenomenon. To survey the major monuments of world music history in relation to the function of music in a given culture. The aim will be to introduce music as a global concept, drawing on music from Eastern and Western musical traditions.

Note: Some concert attendance will be required.

MUS. 121 3 credits (4,0,0) hrs 15 wks

Music History II

Prerequisite: MUS. 120.

A study of music history of the Medieval and Renaissance periods.

Note: Some concert attendance will be required.

MUS. 122 1 credit (2,0,0) hrs 15 wks

Lyric Diction I

Prerequisite: Acceptance into the Music Transfer program.

To explore the application of the principles of lyric diction in Italian and German through the use of the International Phonetic Alphabet (IPA).

MUS. 123 1 credit (2,0,0) hrs 15 wks

Lyric Diction II

Prerequisite: Acceptance into the Music Transfer program.

To explore the application of the principles of lyric diction in English and French through the use of the International Phonetic Alphabet (IPA).

MUS. 200 3 credits (4,0,0) hrs 15 wks

Theory III

Prerequisite: MUS. 101.

Corequisite: MUS. 212.

A study of advanced tonal procedures: review of non-chord tones, mixture, seventh chords, applied V and VII, diatonic modulation, seventh chords with added dissonance. A detailed study of compound ternary and rondo forms. Investigation of the fugue.

MUS. 201 3 credits (4,0,0) hrs 15 wks

Theory IV

Prerequisite: MUS. 200.

Corequisite: MUS. 213.

A study of chromaticism: the phrygian II, augmented sixth chords, other chromatic chords, chromatic voice-leading techniques, chromaticism in larger contexts. A detailed study of sonata, sonata-rondo, and variation forms.

MUS. 210 1.5 credits (2,0,0) hrs 15 wks

Class Woodwinds I

A practical study of the woodwind family.

MUS. 211 1.5 credits (2,0,0) hrs 15 wks

Class Woodwinds II

A continuation of MUS. 210.

MUS. 212 1.5 credits (3,0,0) hrs 15 wks

Ear Training and Sight Singing III

Prerequisite: MUS. 113.

Corequisite: MUS. 200.

A continuation of MUS. 113.

MUS. 213 1.5 credits (3,0,0) hrs 15 wks

Ear Training and Sight Singing IV

Prerequisite: MUS. 212.

Corequisite: MUS. 201.

A continuation of MUS. 212.

MUS. 214 1 credit (2,2,0) hrs 15 wks

Class Piano III

Prerequisite: MUS. 115.

Students are introduced to common idiomatic accompaniment patterns as well as four-part chorale studies, keyboard sequences, minor scales and chords. Basic keyboard techniques are emphasized including relaxation, touch, rotation, weight transfer and their musical application in simple repertoire. The lab hour is utilized to develop sight reading skills at the keyboard.

Note: Students who wish to have previous keyboard experience considered in lieu of prerequisite should contact instructor.

MUS. 215 1 credit (2,2,0) hrs 15 wks

Class Piano IV

Prerequisite: MUS. 214.

A continuation of MUS. 214 with increased complexity of repertoire and technique.

MUS. 218 1.5 credits (3,0,0) hrs 15 wks

Class Brass

A practical study of the brass family.

MUS. 219 1.5 credits (3,0,0) hrs 15 wks

Class Percussion

A practical study of the percussion family.

MUS. 220 3 credits (4,0,0) hrs 15 wks

Music History III

Prerequisite: MUS. 120 and MUS. 121.

A survey of music history of the Baroque and Classical periods.

Note: Some concert attendance will be required.

MUS. 221 3 credits (4,0,0) hrs 15 wks

Music History IV

Prerequisite: MUS. 220.

A survey of music history of the Romantic period and the 20th century.

Note: Some concert attendance will be required.

MUS. 360 1.5 credits (2,0,0) hrs 15 wks

Kodaly Methodology

This will provide a knowledge of Kodaly methodology and the skills necessary to use this teaching method in a classroom.

MUS. 361 1.5 credits (2,0,0) hrs 15 wks

Method Studies in Music Education: Orff Methodology

This will provide a knowledge of Orff methodology and the skills necessary to use this teaching method in a classroom.

OCTR 001 2 credits (0,0,0) hrs 3 wks

Occupational Aptitudes and Strategies

Participants will engage in assessment inventories leading to specific employment training opportunity identification.

OCTR 002 3 credits (0,0,0) hrs 5 wks

Occupational Health and Safety

The purpose of this course is for students to identify safety signs, symbols and equipment. Basic safety measure procedures to follow in case of an accident and the role of the Workers' Compensation Board will be emphasized.

OCTR 003 4.5 credits (0,0,0) hrs 11 wks

Employability Skills

This course is designed to raise students' awareness of the employability skills required to obtain successful employment. Students will identify and address personal and employment barriers.

OCTR 004 4.5 credits (0,0,0) hrs 10 wks

Customer Service

Students will learn skills and techniques required for effective customer service delivery and industry specific materials.

OCTR 005 9 credits (0,0,0) hrs 16 wks

Occupational Training

This course is designed to provide students with practical skills training and work experience with ongoing evaluations.

PADM 200 3 credits (4,0,0) hrs 15 wks

Local Government Administration in BC

Prerequisite: Current employment in a municipality, First Nations government, regional district, improvement district or supporting agency, and permission of the instructor.

This course will include discussion of the structures and administration of local governments, as well as current issues in local governance. Topics include: the history and purposes of local government; how local governments are organized and administered, their powers and limitations; issues of sustainability; relations with aboriginal governments; and issues of public participation such as interest group lobbying and public consultation.

PADM 201 3 credits (0,0,60) hrs 3 wks

Local Government Services in BC

Prerequisite: Current employment in a municipality, First Nations government, regional district, improvement district or supporting agency, and permission of the instructor.

This course will examine the services that municipalities provide to their citizens in British Columbia. Services to be discussed include: public works, protective services including fire and police, regulatory services, water and sewer services, refuse collection and solid waste disposal, recreation and cultural services and environmental protection services.

PADM 202 3 credits (0,0,60) hrs 3 wks

Municipal Finance in BC

Prerequisite: Current employment in a municipality, First Nations government, regional district, improvement district or supporting agency, and permission of the instructor.

This course will examine the practices and issues of municipal finance in British Columbia and will include discussion of the Municipal Act as it pertains to financial administration; the role of provincial government in financial administration, the role of the Municipal Finance Authority; the finance function at the Municipal/Regional levels; accounting and financial controls in Municipalities and Regional Districts; The financial planning process including short term budgets and long term financial planning; financing options; general accounting/treasury functions; assessment, taxation, collection.

PADM 203 3 credits (0,0,60) hrs 3 wks

Municipal Law in BC

Prerequisite: Current employment in a municipality, First Nations government, regional district, improvement district or supporting agency, and permission of the instructor.

This course focuses on legal principles pertaining to municipal government, with particular emphasis on its status, functions, and legal powers and constraints. It will also introduce the principles of administrative law, how legislation is created, and the powers and duties of administrative agencies.

PADM 204 3 credits (0,0,60) hrs 1 wk

Leadership in Local Government Organizations

This course will provide opportunities for participants to gain an understanding of the organizational and political realities of leadership in local government in British Columbia. Guest faculty from local, regional and provincial governments as well as service delivery agencies will be invited to provide their perspectives and to participate in the seminars.

PADM 205 3 credits (0,0,60) hrs 1 wk

Advanced Communication Skills - Local Government Professionals

Prerequisite: Two post-secondary courses and current employment in a local or regional government or a supporting agency.

The goal of the course is to have British Columbia local government professionals participate in communication skill-based training that will strengthen their individual and team performance. Local government professionals will be more effective if they combine these leadership skills with an understanding of the administrative and political issues facing local government. Managing change, collaborating and navigating difficult conversations are essential communication competencies that local government professionals demonstrate daily.

PCAD 013 3 credits (4,0,0) hrs 15 wks

Introduction: Physical Disabilities Concepts

This course enables students to understand the theoretical basis for the procedures needed by the personal care attendant working with people of all ages with physical and/or developmental disabilities. The procedures include the principles of body mechanics, medical asepsis, disabling conditions and their functional limitations. Both course content and assignments are integrated with lab and practicum placements in PCAD 019 and PCAD 039.

PCAD 014 1.5 credits (2,0,0) hrs 15 wks

Ethics and Values in Health Care

In this course the student develops the knowledge and skills required to fill the role of a Personal Care Attendant in a professional, ethical and caring manner to ensure that people with disabilities are valued. This course assists facilitators to respect differences, demonstrate effective communication skills and articulate the principles of normalization and integration.

PCAD 019 1.5 credits (0,4,11) hrs 15 wks

Applied Theory - Practicum I

The first part of the practicum course is a series of field trips designed to increase the student's awareness of community resources. In the second part of the course students spend two weeks in a practicum placement arranged by the College. A clinical instructor visits and observes the student working in the practicum setting. Assignments are integrated with the lab instruction and course work in PCAD 013.

PCAD 022 1.5 credits (2,0,0) hrs 15 wks

Human Relations II

This is the second course in human relations, in which the student continues to develop knowledge, skills and values related to the needs of clients with disabilities.

Students explore behaviour, learning strategies, gentle teaching, IEP/IPP and community integration.

PCAD 023 1.5 credits (2,0,0) hrs 15 wks

Growth and Development

This course is designed to introduce students to the major changes which occur in normal and abnormal development. The learner identifies basic developmental human needs, disabling conditions and techniques to empower people with mental handicaps and cognitive disorders. Course content includes role of the family, sexuality, abuse and resources for support.

PCAD 024 3 credits (4,0,0) hrs 15 wks

Advanced Physical Disabilities Concepts

This is a continuation of PCAD 013. Students learn the theoretical basis of advanced procedures essential to the role of the Personal Care Attendant. The course content is also integrated with lab and practicum placements in PCAD 029 and PCAD 039.

PCAD 029 6 credits (8,0,0) hrs 15 wks

Applied Theory: Practicum II

The student spends seven weeks in three different practicum settings arranged by the College. A clinical instructor visits and observes the student while on practicum. Assignments are integrated with lab instruction and course work in PCAD 024 and PCAD 059.

PCAD 049 2 credits (0,2.66,0) hrs 15 wks

Applied Theory: Lab for Personal Assistants I

This course exposes students through simulations and paper problems/case histories to the functional limitation of medical and physical conditions that may be encountered working as a personal attendant. Students demonstrate and practise skills that they need to work with clients who have a disability.

PCAD 059 1 credit (0,1.33,0) hrs 15 wks

Applied Theory: Lab for Personal Assistants II

This course enables students to integrate and apply the knowledge and skills of a personal attendant working with people with disabilities. Students demonstrate, practise, and gain feedback on their skills. The purpose of the lab is to prepare students for work with people with disabilities on practicum placements.

PHIL 101 3 credits (4,0,0) hrs 15 wks

Introduction to Philosophy: Ethics

An introduction to ethical theory and applied ethics. The course addresses questions such as: What are the origins of conscience? Why should I be moral? Are there objective moral values? What is good for human beings? What makes right actions right and wrong actions wrong? Issues of applied ethics that may be

addressed include capital punishment, abortion, assisted-suicide, civil disobedience, and environmental responsibility. The emphasis of the course varies among instructors.

PHIL 102 3 credits (4,0,0) hrs 15 wks

Introductory Philosophy: Knowledge and Reality

An introduction to the part of philosophy concerned with questions about the ultimate nature of the world we live in and our knowledge of it (traditionally called Metaphysics and Epistemology). The issues discussed include: the existence and nature of God, the place of human beings in the universe, the nature of reality, human nature, human knowledge and skepticism, freedom and determinism, and the relationship between mind and body. The emphasis of the course varies from instructor to instructor.

PHIL 110 3 credits (4,0,0) hrs 15 wks

Critical Thinking I

An introduction to the basic rules of clear and rational thought. The student will be taught, through extensive examples, how to detect false reasoning, illegitimate appeals to emotions, inconsistencies and contradictions. The goal is to develop our logical awareness to the point that we can no longer be victimized by the rhetoric of everyday life, and can develop our own arguments with clarity and confidence. At the instructor's discretion, the course may introduce students to classical syllogistic logic.

Note: PHIL 120 is a natural continuation of this course and is recommended for those who want a thorough introduction to the concepts and principles of rational thought.

PHIL 117 3 credits (4,0,0) hrs 15 wks

Philosophy of Religion

This course examines arguments in answer to two philosophical questions. First, are there any good reasons for believing some kind of God exists? Second, if rational arguments are unpersuasive, is it a mistake to believe religious claims nevertheless? In addressing the first question, the course considers the cosmological, teleological, and ontological arguments for the existence of God, the argument from religious experience, the problem of evil, and related matters such as the attributes of God, miracles, revelation, and death. In addressing the second question, the course focuses on the conflict between faith and reason. Topics include the ethics of believing without evidence, arguments for and against objective reasoning, and the pragmatic justification of religious belief. The course is relevant to all students, from any tradition, with or without religious faith. The only prerequisite is an interest in exploring metaphysical and epistemological arguments in answer to the above central questions of philosophical inquiry.

PHIL 120 3 credits (4,0,0) hrs 15 wks

Critical Thinking II

This course focuses attention on the analysis and evaluation of inductive arguments. We begin by exploring the basic principles of inductive reasoning and then utilize these principles to explore such topics as rational decision making, the nature and testing of scientific theories in both the natural and social sciences, the difference between causal relations and correlations. Attention will also be given to the fallacies involved in the appeal to polls and statistics.

Note: There are no prerequisites, but the course is a natural continuation of PHIL 110, and will appeal especially to students who have an interest in either the natural or social sciences.

PHIL 140 3 credits (4,0,0) hrs 15 wks

Philosophy and Law: Introduction to Canadian Law

A general introduction to the fundamental principles of jurisprudence and to the basic legal institutions of Canada. The course addresses such philosophical questions as: What is a law?, Is law what legislatures say it is, or what courts say it is? , and How do you tell whether a law is good or bad? It also examines the history and theory of Canadian law (including the development of the Canadian Constitution), the system of Canadian courts, and the roles of members of the legal profession. Consideration is given to the nature of legal reasoning, the doctrine of precedent, and principles of statutory interpretation. An introduction is provided to the fields of contract, torts, administrative and family law, and the process of law reform.

PHIL 141 3 credits (4,0,0) hrs 15 wks

Philosophy and Law: Introduction to Criminal Justice System

An introduction to an analysis of theories of punishment and rehabilitation through an examination of the operational practices of the Canadian criminal justice system. In the course of studying the structure and operations of the criminal justice system in its various stages from the moment of initial police involvement to the correctional disposition of convicted offenders, the course focuses on both theoretical and practical decision making. Theoretical concerns include: individual civil liberties in relation to police procedures, notions of evidence, sentencing theory, and current correctional strategies.

Note: The above two courses are modelled on SFU's Criminology 131/135 and are intended for both philosophy students and those interested in pursuing further studies in the field of criminology.

PHIL 150 3 credits (3,0,1) hrs 15 wks

History of Philosophy I

This course covers the history of philosophy from the mythopoeic traditions of Homer and Hesiod to the philosophy of Thomas Aquinas and the end of the mediaeval era. Among the other philosophers to be examined are Plato, Aristotle and Augustine. The focus will be on the metaphysical and epistemological views that have shaped the European intellectual heritage. We will also examine the extent to which Christianity has given shape to the peculiar character of philosophy in the medieval era.

Note: This course is intended to appeal to a broad audience. Anyone with an interest in the intellectual traditions of European heritage is welcome.

PHIL 151 3 credits (3,0,1) hrs 15 wks

History of Philosophy II

This course covers the history of philosophy from the Renaissance to the middle of the 20th Century. We shall examine the views of such prominent figures as Descartes, Spinoza, Locke, Hume, Kant and Sartre. Throughout, the focus will be on the metaphysical and epistemological views that have given shape to the European intellectual tradition. We will also examine the emergence of science and its method and the extent to which it has been shaped by, and given shape to, philosophical thought during this period.

Note: This course is intended to appeal to a broad audience. Anyone with an interest in the intellectual traditions of European heritage is welcome.

PHIL 200 3 credits (4,0,0) hrs 15 wks

Political Philosophy

This course provides an analysis of the rationale for political institutions and action. Some of the questions considered: Are we really obliged to obey the law? Can the law be justifiably represented as authoritative, or is the real foundation of law in the policeman's holster? Does the state have good reason for involving itself in compulsory programs of education? This is not a study in the history of political thought and every effort is made to view problems from a contemporary perspective. Open to anyone in first or second year; no prerequisites.

PHIL 201 3 credits (4,0,0) hrs 15 wks

Political Philosophy

This course examines the values and assumptions behind the ideologies of liberalism, communism, meritocracy, conservatism, democratic socialism and anarchism. Topics include liberty and equality, power and authority, private rights and the public good, sovereignty, democracy and justice.

PHIL 202 3 credits (4,0,0) hrs 15 wks

Introduction to Formal Logic

A standard introduction to the formal techniques of argument analysis. Formal logic was invented to mirror and evaluate mathematical reasoning and is now a separate branch of Mathematics. Our interest in it will, however, not be mathematical. Instead we will concentrate on the relation of formal logic to everyday reasoning and language in general. The course is essential for students thinking of majoring in Philosophy, but also very useful to Computing Science and Mathematics majors. It is designed to transfer to SFU as their Philosophy 210 (required for both Philosophy and Computing Science majors), and to UBC as Philosophy 302. There are no prerequisites, although students may find Philosophy 110 provides useful background. Please note that this is not an introductory philosophy course, but one which introduces mathematical methods of argument analysis. It is not suitable for students merely seeking a general understanding of what philosophy has to offer.

PHIL 207 3 credits (4,0,0) hrs 15 wks

Business Ethics

This course is an introduction to contemporary philosophical thinking on ethical issues in business. It covers such topics as the power of multinational corporations, bribery and extortion in international business, the ethics of hiring practices, advertising and behaviour control, the conflict between employee loyalty and moral independence, and the responsibilities of corporations and business professionals. The course will also introduce students to a number of classical ethical theories and theories of economic justice. Open to anyone in first or second year.

PHIL 208 3 credits (4,0,0) hrs 15 wks

Environmental Ethics

This course deals with ethical and political issues arising from the relationship between humans and their natural surroundings. Typical questions that will be addressed are: Do animals have rights? Is using animals for food and clothing morally wrong? Do we have an obligation to the natural environment such as an obligation to preserve species? What are our obligations to future generations? What is sustainable development? Are environmental problems fundamentally personal or are they fundamentally political and social? Open to anyone in first or second year.

PHIL 209 3 credits (4,0,0) hrs 15 wks

Biomedical Ethics

This course will focus on ethical issues that arise in the health sciences, especially in medicine, but also in biology, psychology and other professions. Among the topics to be considered are abortion and reproductive technology, euthanasia, paternalism and autonomy,

resource allocation, involuntary hospitalization and behaviour control. All moral problems will be examined from both an applied and theoretical point of view. Open to anyone in first or second year.

PHIL 210 3 credits (4,0,0) hrs 15 wks

Metaphysics and Epistemology I

Prerequisite: At least one Philosophy course.

An introduction to some of the traditional problems of metaphysics and epistemology. Some of the questions considered are: Does God exist? What is the relationship between faith and reason? Does free will exist? Is sense perception a reliable source of knowledge? What is the nature of causality? Is materialism true? What is the nature of mind? What is the relationship between mind and body? What is the scientific method? While this is not a course in the history of philosophy, it will cover many of the classical attempts to answer these questions.

Note: Prerequisites may be waived by permission of instructor.

PHIL 211 3 credits (4,0,0) hrs 15 wks

Metaphysics and Epistemology II

A continuation of PHIL 210.

PHIL 220 3 credits (4,0,0) hrs 15 wks

Philosophy in Literature

An examination of the lively relationship between philosophy and literature. Philosophical theories will be approached and discussed via literary work which either embodies the theories or grounds them in human experience. Textual sources will range from the classical Greek plays to last month's best seller. Open to anyone in first or second year.

PHIL 221 3 credits (4,0,0) hrs 15 wks

Existentialism in Literature

This course is, in spirit, a continuation of PHIL 220, but it is centred on the Philosophy of Existentialism in literature. There will be an introductory set of lectures on Existentialism as a philosophy. Textual sources will range from Dostoyevsky's 'Notes from the Underground' to Sartre's 'Nausea'. Open to anyone in first or second year.

PHIL 222 3 credits (4,0,0) hrs 15 wks

Philosophy of Culture (Aesthetics)

An introduction to philosophical analysis of cultural works. The course will provide an exploration of aesthetic theory, examining both traditional works of art as well as contemporary cultural productions in a variety of media. One of the objectives of the course is to make sense of what a society is "saying" through its popular culture. Open to anyone in first or second year.

PHIL 240 3 credits (4,0,0) hrs 15 wks

Philosophy and Gender Relations

Founded on a wide range of philosophical readings, this course will focus on questions such as: What is the good life and its relation to intimacy and family? What is the good person? Are there different models for different genders? What constitutes a good relationship? How important are mutuality, respect, affection, sex, and interdependence to such a relationship? What counts as equality/equity? How should the answers to such questions influence our views on such social issues as affirmative action, prostitution and pornography?

The impact of "Women's Liberation" and the "Men's Movement" will be discussed, as will varying suggestions for overcoming the "gender gap". This course should be of interest to men and women equally; indeed, it is assumed that the quality of class discussion will be a function of the degree to which the perspectives of both genders are well represented. Open to anyone in first or second year.

PHIL 242 3 credits (4,0,0) hrs 15 wks

Philosophy of Human Nature

This course tackles a broad spectrum of questions and approaches the issue of human nature. Among the questions to be considered are: Are we, by nature, morally good or evil? Are we purely egocentric beings—biological machines of some sort—or are we spiritual, immaterial beings? Is there some enduring entity that defines the self? Are we free to do as we choose? Or are we essentially passionate creatures who act strictly on the basis of our feelings? Ultimately, our goal will be to learn to think critically and independently about these issues.

PHYS 104 3 credits (4,2,0) hrs 15 wks

Principles of Physics

Prerequisite: Principles of Math 12 or BMTH 053/054 or MATH 105. MATH 105 may be taken concurrently.

This course serves as an introduction to physics for students with little or no background in the subject. Topics include mechanics, electricity and geometrical optics.

PHYS 108 4.5 credits (6,2,0) hrs 15 wks

Basic Physics

Prerequisite: Principles of Math 12 or BMTH 053/054 or MATH 105. MATH 116/117 are prerequisites or corequisites.

The course covers the material of PHYS 110, together with those topics from high school physics needed by a student with no previous background in physics. A student passing this course should be able to enter PHYS 111 in the Spring.

PHYS 110 3 credits (4,2,0) hrs 15 wks

General Physics I

Prerequisite: Physics 11 or BPHY 043/044. MATH 116/117 are prerequisites or corequisites.

A survey of mechanics covering vectors, statics, kinematics, dynamics, energy, momentum, rotation, gravitation, vibration, and special relativity.

PHYS 111 3 credits (4,2,0) hrs 15 wks

General Physics II

Prerequisite: At least a C- grade in either PHYS 110 or 108.

Corequisite: MATH 126/127.

Any student who has attempted PHYS 111 within the last year will not be allowed to register without the instructor's permission.

Electricity and magnetism, waves, physical optics, sound, and atomic and nuclear physics.

PHYS 114 3 credits (4,2,0) hrs 15 wks

Fundamental Physics I

Prerequisite: Physics 12 or BPHY 053/054 or PHYS 104. MATH 116/117 are prerequisites or corequisites.

A survey of mechanics covering vectors, kinematics, dynamics, energy, momentum, rotation, gravitation, vibration, waves and special relativity. This course, together with PHYS 115, is particularly suitable for students going into the physical sciences or engineering.

PHYS 115 3 credits (4,2,0) hrs 15 wks

Fundamental Physics II

Prerequisite: At least a C- grade in PHYS 114.

Corequisite: MATH 126/127.

Electricity and magnetism, AC circuits, physical optics, and atomic and nuclear physics.

PHYS 116 3 credits (4,0,0) hrs 15 wks

Fundamental Physics III

Prerequisite: At least a C- grade in PHYS 114, PHYS 108 or 110.

Corequisite: PHYS 115 and MATH 126/127.

Statics of particles, force-couple systems and rigid body statics. Extension of principles from PHYS 114 and application to practical and more advanced dynamics problems. Thermometry, thermal properties of matter, heat. Geometrical optics.

Note: This course is intended for Engineering program students transferring to UBC.

Note: The Physics Department offers a full second-year university transfer program in physics. Students planning to continue in a physics program at university may wish to consult with a physics instructor.

PHYS 200 3 credits (4,0,0) hrs 15 wks

Thermal Physics and Waves

Prerequisite: At least a C- grade in either PHYS 111 or 115.

Corequisite: MATH 230.

Temperature, heat, the zeroth, first, second and third laws of thermodynamics, kinetic theory, and a mathematical treatment of waves.

Note: This course, together with PHYS 201, 210, 211, 218 and 222 is required for students majoring in physics.

PHYS 201 3 credits (4,0,0) hrs 15 wks

Electricity and Magnetism

Prerequisite: At least a C- grade in PHYS 111 or 115; MATH 230.

Corequisite: PHYS 211.

The study of electric and magnetic fields; DC and AC circuits; LR, RC, LRC circuits; resonance; Maxwell's Equations, Fourier Analysis and electromagnetic waves.

Note: MATH 231 is recommended as a prerequisite.

PHYS 210 1 credit (0,3,0) hrs 15 wks

Physics Laboratory I

Corequisite: PHYS 218.

A weekly three-hour lab in mathematical methods, thermodynamics, electrical measurements and mechanics.

PHYS 211 1 credit (0,3,0) hrs 15 wks

Physics Laboratory II

Prerequisite: At least a C- grade in PHYS 111 or 115; MATH 230.

Corequisite: PHYS 201.

A weekly three-hour lab in electricity and magnetism, electronics and mechanics.

PHYS 218 3 credits (4,0,0) hrs 15 wks

Computational Physics

Prerequisite: At least a C- grade in either PHYS 111 or 115.

Corequisite: PHYS 210, MATH 200, MATH 230.

Use of computer software to solve numerical problems in physics. Applications include drag forces, the driven, damped oscillator, simulations of chaotic systems, random variables, techniques for handling digital data and signal processing.

PHYS 222 3 credits (4,0,0) hrs 15 wks

Mechanics

Prerequisite: At least a C- grade in PHYS 111 or 115; MATH 200, 230.

Newtonian mechanics of particles and rigid bodies. Topics include rocket propulsion, collisions, central forces, rotating frames of reference, and rotation of rigid bodies.

PMI. (Various Numbers)

2 credits (1,0,0) hrs

Concentration Private Music Instruction

A course designed to permit students to pursue study of his/her own music specialty. The course consists of a series of one-hour lessons.

PMI. (Various Numbers)

1 credit (.5,0,0) hrs

Secondary Private Music Instruction

This course consists of a series of half-hour lessons on the student's own secondary instrument.

Note: To enrol in any PMI. course students must receive written permission from the program coordinator.

PMI. Lab

This lab involves attendance at a number of concerts and is intended to broaden the musical experience of students by exposing them to performances in a variety of jazz and popular styles. Attendance is mandatory for graduation in the Jazz Studies program.

POL. 100 3 credits (4,0,0) hrs 15 wks

Introduction to Politics and Government

This survey course is recommended for both Political Studies majors and those students interested in discovering how politics affects their lives and how they in turn can affect politics. Students are introduced to the basic concepts of Political Theory, Comparative Politics, International Relations, Public Policy, and Canadian Government, offering Political Studies majors a firm foundation in the methods, approaches and issues inherent in the discipline. Non-majors will find the course will help them understand the local, national, and international political events that shape their world.

Note: This course is required for all students planning to transfer into the Political Science Department at SFU.

POL. 102 3 credits (4,0,0) hrs 15 wks

Comparative Government

Throughout history, humans have organized themselves into many different types of political systems, from tribes to empires, city-states to nation-states. This course will introduce students to the wide range of political systems that exist throughout the world today, be it Asia, Africa, Europe, or the Americas. By studying these systems in detail, students will gain an appreciation for how political behaviour varies throughout the world, as well as develop a better critical understanding of their own.

POL. 104 3 credits (4,0,0) hrs 15 wks

Canadian Government

This course introduces students to the formal institutional structures and processes of Canadian government and politics. Topics to be explored will include political culture, the constitution, federalism, Quebec sovereignty and Aboriginal self-government. The course will examine the institutions of government, political parties and their impact on the quality of Canada's parliamentary democracy. Regardless of career goals or preferred disciplines, all students will benefit from an exposure to the politics of their immediate society.

Note: This course serves as a Canadian Studies credit.

POL. 110 3 credits (4,0,0) hrs 15 wks

An Introduction to Western Political Thought

An introductory examination of the tradition of Western political thought from the Ancient Greeks to the emergence of the Nation State. The significance and contributions of Plato, Aristotle, the medieval thinkers, and Machiavelli concerning fundamental questions about the relationship between the individual and the state will be explored from an historical and philosophical perspective. This course is of particular relevance to those in the Humanities — literature, drama, fine arts, philosophy — as the shared themes provide for an interesting comprehensive analysis of Western Civilization.

POL. 111 3 credits (4,0,0) hrs 15 wks

Contemporary Ideologies

This course explores the historical development of the commonly recognized ideologies of the modern era: Liberalism, Conservatism, Anarchism, Marxism, Fascism and Social Democracy. These underlying political ideas will provide the backdrop for a critical discussion of the more recent ideological formations such as Feminism, Ecologism, Nationalism and the different movements associated with religious fundamentalism. Students will be encouraged to think critically about the role and impact of political ideas in the world in which they live.

POL. 201 3 credits (4,0,0) hrs 15 wks

International Relations

Global warming, the debt crisis, child poverty, militarism, human rights violations, civil, regional and global war — what are the causes of these international problems and what are the possible solutions? Students who take this course will examine these and many other international issues in detail. In short, International Relations is for those students wishing to explore events — and the explanations for those events — in a global system so much in flux since the collapse of the Cold War and the rise of the global division of labour.

POL. 202 3 credits (4,0,0) hrs 15 wks

Government and Politics of British Columbia

This course is an introduction to the major forces that shape politics in contemporary British Columbia. Specifically, it is intended to familiarize students with the activities of political parties and government institutions in the province. Topics explored include B.C. political culture, federal-provincial relations, the party system and an examination of legislature and executive in public policy formation (e.g. Aboriginal, fishing, forestry, health policy).

Note: POL. 100 and POL. 104 are recommended as prerequisites.

Note: This course serves as a Canadian Studies credit.

POL. 203 3 credits (4,0,0) hrs 15 wks

International Organizations

More and more these days, international organizations are no longer content with playing bit parts on the world stage. Be it the UN in Cambodia, NATO in the former Yugoslavia, Greenpeace on the high seas, or the increased power of regional organizations like the European Union, ASEAN, and the OAS, international organizations seem to be challenging the sovereignty of nation-states at every turn. But are international organizations really taking on a life of their own? Are new forms of organization at the international level (such as international law or economic regimes) really taking root? Or is the state-centric system destined to continue as it has since 1648? These are some of the issues explored in this, the complementary course to International Relations.

POL. 204 3 credits (4,0,0) hrs 15 wks

Canadian Public Policy

The centre of the political process of any society is the creation of public policy. How governments arrive at and select policies from the various competing demands placed upon them — in the areas of health, education, environment, economic development, immigration etc. — is the focus of this course. Students are introduced to the basic concepts and theories associated with the making of public policy as well as

an analysis of the processes by which policy is defined, addressed and implemented.

Note: POL. 100 and POL. 104 are recommended as prerequisites.

Note: This course serves as a Canadian Studies credit.

POL. 206 3 credits (4,0,0) hrs 15 wks

Scope and Methods of Political Analysis

This course introduces the student to the variety of approaches and tools available to those studying politics. Students will become familiar with the nature of and debates inherent in contemporary political studies, as well as the strengths and weaknesses of the various methods employed by students of politics. By developing their own research project, students will struggle first-hand with the issues central to all types of social science research: selecting from alternative models of explanation, attempting to isolate variables, and dealing with questions of cause and effect to name but a few. Students may have the opportunity to develop and work on a prototype political studies journal as well.

POL. 207 3 credits (4,0,0) hrs 15 wks

Selected Issues in Contemporary Social and Political Theory

Prerequisite: POL. 111.

Current themes and controversies in contemporary social and political thought is the subject of this course. Topics will shift from term to term to reflect either important issues or individual theorist's contributions to contemporary society. Areas of interest might include, for example, the role of the state in late capitalist societies, the significance of the Frankfurt School, the contradictions of the welfare state, the current debates in democratic theory, the role and place of "new" social movements in contemporary society, an examination of the meaning of liberty in complex societies, the renewal of nationalism, the place of religion (Islamic fundamentalism), the persistence of violence in civil society. Alternatively, or in conjunction with these themes, students will develop a thorough analysis of a particular theorist: for example, Arendt, Gramsci, Marcuse, Foucault, Habermas, Offe, Williams, Rawls, Rorty, Pateman, Gorz and Melucci to name a few.

Note: This course transfers as a 300 level course at SFU.

PORT 510 3 credits (4,1,1) hrs 15 wks

Intermediate Portuguese for Managers I

This course progresses from beginner to intermediate Portuguese, focusing on the practical language needed to function on and off the job in Latin America.

Note: For Latin American Management program students only.

PORT 511 3 credits (4,1,1) hrs 15 wks

Intermediate Portuguese for Managers II

Prerequisite: PORT 510.

This course is a continuation of PORT 510.

Note: For Latin American Management program students only.

PSYC 100 3 credits (4,0,0) hrs 15 wks

Introduction to Psychology

A course designed to introduce the beginning psychology student to some of the major concepts and approaches necessary to an understanding of human behaviour from a psychological perspective. Learning, development, personality, and other selected issues are included.

Note: Students transferring from other institutions with one semester of introductory Psychology should consult with Advising for transferability.

PSYC 101 3 credits (4,0,0) hrs 15 wks

Theories of Behaviour

Prerequisite: PSYC 100.

A course for those students who desire a complete survey of the basic areas of psychology (when combined with PSYC 100), before proceeding to an in-depth study of particular areas. Course content may include topics such as research methods, biological basis of behaviour, consciousness, health, psychological disorders, and therapeutic approaches.

Note: Students transferring from other institutions with one semester of introductory Psychology should consult with Advising for transferability.

PSYC 200 3 credits (4,0,0) hrs 15 wks

Social Psychology

Prerequisite: PSYC 100.

A study of the dynamics and effects of social influences on individual human behaviour. The course looks at such topics as attitudes and attitude changes, social beliefs, roles, conformity, group processes, prejudice, interpersonal attraction and psychological effects of the physical environment.

Note: PSYC 101 is recommended as a prerequisite.

PSYC 201 3 credits (4,0,0) hrs 15 wks

Group Dynamics

Prerequisite: PSYC 100 and 101.

A study of the behaviour of individuals in social groups and institutions, such as friendship groups, work groups, therapy groups, and families. This course provides an intellectual and experiential approach to small group theory and allows the student to practise constructive interpersonal skills and leadership skills in a supportive, small group setting.

Note: Restricted to Music Therapy students only.

PSYC 203 3 credits (4,0,0) hrs 15 wks

History of Psychology

Prerequisite: PSYC 100.

This course will examine the development of psychological thought to gain a critical understanding of contemporary psychology. Issues will range from the mind-body problem, and the nature of science, to an analysis of historical and contemporary schools in psychology.

Note: PSYC 101 is recommended as a prerequisite.

PSYC 204 3 credits (4,0,0) hrs 15 wks

Developmental Psychology

Prerequisite: PSYC 100.

A study of the child's development from infancy to adolescence, including the development of social behaviour, personality, language and cognitive processes. Students will be encouraged to do research projects and observations.

Note: PSYC 101 is recommended as a prerequisite.

PSYC 205 3 credits (4,0,0) hrs 15 wks

The Psychology of Aging

Prerequisite: PSYC 100 and 101.

A course dealing with the psychological development of the individual from early adulthood to death, with emphasis on intellectual and personality changes, and the social context of aging. As well as being exposed to basic research in the area, students will be encouraged to develop an empathetic understanding of the aging process.

PSYC 206 3 credits (4,0,0) hrs 15 wks

Adolescent Psychology

Prerequisite: PSYC 100 and 101.

This course examines the biological, cognitive and social transitions of adolescence and how they affect such developmental areas as identity, autonomy, intimacy, sexuality and achievement. As well as being exposed to basic research in the area, students will be encouraged to explore their own identity development.

PSYC 212 3 credits (4,0,0) hrs 15 wks

Research Methods in Psychology

Prerequisite: PSYC 100 and 101.

A course for students who intend to major in one of the social sciences; psychology majors should take this course and PSYC 213. This course will introduce the student to current research methods in major areas of psychology. Students should understand the principles of research methodology, and be able to evaluate, design and conduct research in psychology.

PSYC 213 3 credits (4,0,0) hrs 15 wks

Statistical Methods in Psychology

Prerequisite: Principles of Math 12 or equivalent (e.g. MATH 105), PSYC 100 and 101.

A course recommended for psychology majors. This course deals with descriptive and inferential statistics as applied in psychology. These will be considered as they are used in psychological research.

PSYC 220 3 credits (4,0,0) hrs 15 wks

Theories of Personality

Prerequisite: PSYC 100.

This course will examine theories of personality including psychodynamic, trait, cognitive and humanistic and other approaches. Included will be a consideration of the historical/cultural development of the theory, what the theory says about the development, structure and dynamics of personality and examples of empirical research.

Note: PSYC 101 is recommended as a prerequisite.

PSYC 222 3 credits (4,0,0) hrs 15 wks

Abnormal Psychology

Prerequisite: PSYC 100 and 101.

A study of the various models and perspectives for viewing patterns and treatment of abnormal behaviour. The course will examine research about how the medical model, behaviouristic school, humanistic school, psychoanalytic school, cognitive school and biological school view normal and abnormal behaviour. This course will also focus on the historical and contemporary approaches to treatment.

PSYC 225 3 credits (4,0,0) hrs 15 wks

Biopsychology of Behaviour

Prerequisite: PSYC 100 and 101.

This course will expand on material introduced in introductory psychology dealing with the biological basis of behaviour. Students will examine functions of the nervous system, as well as studying brain anatomy and brain chemistry in relation to both normal and pathological behaviour. As well, students will discuss mind-body issues and develop an understanding of broader ethical and other issues in neuroscience.

PSYC 230 3 credits (4,0,0) hrs 15 wks

Cognitive Psychology

Prerequisite: PSYC 100 and 101.

This course will address many of the issues relating to the thinking processes. Research into consciousness, memory, language, imagery, problem solving, creativity and artificial intelligence will be examined, as well as experiments in social cognition and cognition across the lifespan.

RCAP 100 1.5 credits (5,0,0) hrs 3 wks

Health: Lifestyles and Choices

This course is an introduction to the concept of health and the concepts of a health enhancing lifestyle. Students reflect on their own experiences of health, challenges and resources that may affect their lifestyle choices, and consequently, their health.

RCAP 102 1.5 credits (5,0,0) hrs 3 wks

Human Relations: Interpersonal Communications

This course focuses on the development of self awareness and increased understanding of others. Students explore basic communication concepts and practical skills which contribute to effective interpersonal relationships.

RCAP 112 3 credits (6,0,0) hrs 8 wks

Special Needs in Resident Care

This course builds upon content in the other RCA courses, to help students to explore concepts and approaches which apply to the care of residents experiencing changes in mental functioning.

REC. 120 0 credits (0,0,0) hrs 0 wks

Selective Skills

During their time in the Outdoor Recreation Management program students are required to pursue two skills activities in their particular areas of interest. These selective skills help provide our graduates with work in the outdoor recreation, adventure travel and nature-based tourism industries.

REC. 143 3 credits (4,0,0) hrs 15 wks

Outdoor Recreation Delivery Systems

An introduction to various outdoor recreation delivery systems in British Columbia, the past and present issues influencing and affecting their direction, and their career opportunities. The course will examine the inter-relationships of the various delivery systems, including the role of government.

REC. 144 3 credits (3,1.5,1) hrs 15 wks

Outdoor Recreation Program Planning

Students will develop skills in program planning, implementation, and evaluation. Leadership theory and practice relating to Outdoor Recreation programs will be covered.

REC. 149 3 credits (4,0,0) hrs 15 wks

Computer Applications for Outdoor Recreation

This course provides the student with hands-on experience in using computer technology to manage text documents, electronic presentations and spreadsheets.

REC. 151 3 credits (3,1.5,1) hrs 15 wks

The Outdoor Recreation Environment

Students will develop skills in the interpretation of weather and climate and their impact on outdoor recreation activities. Mountain and marine weather and personal forecasting will be examined using field work.

REC. 152 3 credits (3,3,1) hrs 15 wks

Environmental Stewardship I

An examination of the role of the outdoor recreation professional in environmental stewardship. Topics include: conservation issues, environmental ethics, policy and planning and sustainability.

REC. 156 3 credits (3,3,1) hrs 15 wks

Natural History for Outdoor Leaders

Students will develop the skills to interpret the natural environment in this field-based course, through the application of principles and concepts of ecology, the identification of flora and fauna, and the interpretation of local ecosystems. Contemporary stewardship issues facing southwest British Columbia will be highlighted.

Note: Courses that are offered in Squamish may be delivered in a condensed format.

REC. 157 3 credits (4,0,0) hrs 15 wks

Wilderness Leadership Skills

Develops skills, knowledge and attitudes necessary to provide challenging, safe adventure experiences in a temperate climate during spring, summer and fall.

Note: Courses that are offered in Squamish may be delivered in a condensed format.

REC. 163 3 credits (60,0,0) hrs 1 wk

Wilderness First Aid I

An introductory course in first aid skills pertaining specifically to the wilderness environment.

Note: Courses that are offered in Squamish may be delivered in a condensed format.

REC. 169 3 credits (4,0,0) hrs 15 wks

Interpreting Natural and Cultural Landscapes

The goal of this course is to enable students to develop an awareness, appreciation and understanding of the physical landscape. Emphasis will be placed on the geology and landforms of southwestern British Columbia.

Note: Courses that are offered in Squamish may be delivered in a condensed format.

REC. 174 3 credits (4,0,0) hrs 15 wks

Outdoor Recreation Business Planning I

Students will learn the concepts of the four major sectors of the marketing mix with an emphasis on the eco-tourism and outdoor recreation industries.

REC. 243 3 credits (4,0,0) hrs 15 wks

Business Law in Outdoor Recreation

By the end of this course students should be able to appreciate the impact of applicable Canadian Law on outdoor recreation business ventures. Students will be introduced to relevant B.C. and Federal statute law as well as applicable judge-made law. They will learn about important legal issues and legal challenges facing outdoor recreational businesses. The rights and potential liabilities of the various parties in outdoor recreational business relationships will also be discussed.

REC. 252 3 credits (3,4,5,0) hrs 15 wks

Environmental Stewardship II

An examination of environmental stewardship practice and issues, and the development of nature interpretation skills. This course will include a field trip.

REC. 255 9 credits (12,0,0) hrs 15 wks

Outdoor Recreation Practicum

The practicum is designed to integrate classroom theory with working experience in the field. Students will arrange with the faculty liaison to spend three and one-half months in an acceptable agency placement, and will be responsible to a specific agency supervisor. Students will be provided with terms of reference for the practicum experience. Student work performance and potential will be evaluated by the faculty liaison and agency supervisor, and students will make a major presentation to the department at the conclusion of the practicum.

REC. 263 3 credits (0,0,0) hrs 2 wks

Wilderness First Aid II

Prerequisite: REC. 163.

This extensive second level course includes patient assessment and extended first aid care, communication, oxygen therapy, and commercial splints.

REC. 274 3 credits (4,0,0) hrs 15 wks

Outdoor Recreation Business Planning II

Prerequisite: REC.174.

The business planning process will be reviewed and enhanced. Basic financial management skills discussed in REC.174 will be discussed in greater detail and applied to each student's business plan.

RMCP 155 3 credits (4,0,0) hrs 15 wks

Retail Event Management

The emphasis in this course will be to learn how to research, design, plan, coordinate, and evaluate a major event such as a trade show.

RMCP 164 3 credits (4,0,0) hrs 15 wks

Creative Retail Strategies

Students will learn visual marketing, colour and design, retail store design, and a full range of merchandising skills. They will relate product and placement within a store environment and learn to develop comprehensive display strategies.

RMCP 172 3 credits (4,0,0) hrs 15 wks

Retail Technology/Store Management I

Retail technology is the introductory segment to Store Management I. This course provides the student with a working knowledge of cash register systems and point of sale terminals as well as the latest in Interac technology. Store Management I is a practical application to retail marketing. Students will be entirely responsible for operating the student store. The students act as store managers. They will do buying, display, promotion, accounting, scheduling and all those managerial skills involved in operating a successful retail store.

RMCP 173 3 credits (4,0,0) hrs 15 wks

Retail Finance/Store Management II

Prerequisite: RMCP 172.

A continuation of Store Management I. This extension of the store management course exposes the student to daily systems analysis, banking procedures, monthly accounting practices and money management in a practical setting. The students will be responsible for making financial decisions as well as buying and promotional decisions for the student store.

RMCP 181 3 credits (4,0,0) hrs 15 wks

Strategic Retail Buying

This course teaches the students to assess their target and primary markets and to develop a strategy to enable them to be successful retail buyers. The retail buying component involves teaching the student to buy for department stores, chain stores, regional chain operations, and independent retail stores. What to buy, when to buy, from whom to buy, and how much to buy will all be covered in this course.

RMCP 190 3 credits (4,0,0) hrs 15 wks

Co-op Work Placement

Students will gain direct practical work experience through a paid co-op placement with an employer that is part of our retail registry. From September to April the student will work some 200 hours in a business related to their preferred area of retailing, merchandising or marketing. A faculty member will oversee this three credit course and both employers and the co-op employees will complete written reports. Students will return to their full-time studies at the end of the co-op placement.

SART 150 3 credits (4,0,0) hrs 15 wks

Drawing I

An investigation of the conceptual, technical and perceptual aspects of the drawing process through a wide variety of methods, materials and stimuli. Design elements are a major component of this course. Experiences in current approaches and concerns, including representational, interpretive and experimental drawings in assorted media are included. Emphasis will be on developing the student's confidence, knowledge, graphic sensitivity and control of media. Specifics to this course will be: study of design elements (line, tone, etc.), media investigation, perspective, structural analysis (of natural form), life study.

SART 151 3 credits (4,0,0) hrs 15 wks

Drawing II

Prerequisite: SART 150.

A continuation of SART 150, with the inclusion of the following specifics: composition and further design exploration, colour, collage and image development. An emphasis is placed on balance between control and expression.

SART 163 3 credits (4,3,0) hrs 15 wks

Three-Dimensional Studies: Ceramic Art I

An introduction to the use of clay as an expressive medium. Hand construction and wheel forming will be presented as well as glazing, firing and clay body technology. Design, history and conceptual theory will be reviewed as it relates to the ceramic object and to general art applications.

SART 165 3 credits (4,3,0) hrs 15 wks

Three-Dimensional Studies: Ceramic Art II

Prerequisite: SART 163.

A continuation of SART 163 with greater emphasis on personal development. Mould making, glaze preparation and application and firing technology will be fundamental aspects of this course. Contemporary applications of ceramics will be explored.

SART 167 3 credits (4,3,0) hrs 15 wks

Three-Dimensional Studies: Sculpture I

An introduction to three-dimensional work as a means of expression, communication and discovery. Some basic sculptural techniques and materials will be explored. These will include wood assemblage, clay modelling, mould making and casting. Sculptural content and subject matter will be considered in the context of the student's own work. An examination of historical sculpture developments will be a feature of the class; however, the emphasis will be upon developing an understanding of contemporary sculptural concerns.

SART 171 3 credits (4,0,0) hrs 15 wks

Two-Dimensional Studies: Painting I

Through a combination of assigned studio work, personal research projects and an introduction to recent and current trends in the visual arts, students will gain an understanding of how both abstract and concrete concerns may be expressed in terms of imagery and through a variety of methods and materials. Participants will learn about the dimensions of colour and how to effectively identify and replicate colour and form. Acrylics will be the preferred medium but students will be encouraged to investigate the characteristics and possibilities of other media according to their individual needs. Guest speakers, field trips and slide lectures will be a feature of the course and both individual and group critiques will be conducted at regular intervals.

SART 172 3 credits (4,0,0) hrs 15 wks

Two-Dimensional Studies: Painting II

Prerequisite: SART 171.

A continuation of SART 171, with added emphasis on developing personal areas of interest and research. In addition, designated painting problems will require students to express their ideas in multiple or mixed-media techniques of a more ambitious nature. There will be opportunities for students to relate their painting activities to other areas of study within the program and to become more responsible for determining their own priorities and goals. There will be further exposure to contemporary philosophies and activities in the visual arts.

SART 174 3 credits (4,3,0) hrs 15 wks

Three-Dimensional Studies: Sculpture II

Prerequisite: SART 167.

A continuation of SART 167, but with the inclusion of the following materials and techniques: wood construction and jointing, steel welding, and plaster modelling.

SART 182 3 credits (4,1.5,0) hrs 15 wks

Two-Dimensional Studies: Printmaking I

A foundation course for those with little or no experience. An introduction to the basic techniques of hardground, softground, drypoint and aquatint. Discussions regarding the image-making potential of printmaking and the creative processes in general will be ongoing. Particular emphasis will be given to the relationship between printmaking and painting with the student producing a number of pieces demonstrating technical competency and creative potential. Most work will be executed in black and white.

SART 183 3 credits (4,1,5,0) hrs 15 wks

Two-Dimensional Studies: Printmaking II

Prerequisite: SART 182.

A continuation of SART 182 with emphasis on printing procedures both in black and white and colour. The student will also be introduced to mono and relief printing methods (including lino/wood blocks and etched plates) and editioning procedures. Discussion of historical and contemporary approaches to image-making will be ongoing.

SART 200 3 credits (0,6,1) hrs 15 wks

Independent Study I

Prerequisite: 24 SART credits and 6 AHIS credits.

An independent study within one of the studio art disciplines, designed to enable students to complete program requirements under exceptional circumstances. Coordinator's permission required.

SART 201 3 credits (0,6,1) hrs 15 wks

Independent Study II

Prerequisite: 36 SART credits and 9 AHIS credits.

A continuation of an independent study within one of the studio art disciplines. Designed to enable students to complete program requirements under exceptional circumstances. Coordinator's permission required.

SART 250 3 credits (4,0,0) hrs 15 wks

Two-Dimensional Studies: Painting III

Prerequisite: SART 172.

Students will be assigned painting problems relating to historically familiar genres; portrait, still life, landscape, figure and abstraction. Within these structured projects, students will be given as much freedom as possible regarding content, methods, scale etc. Students will be encouraged to re-define the painting process in terms of their own needs and priorities. Emphasis will be placed on relating work in this course to other areas of the program and to current trends in the visual arts.

SART 255 3 credits (4,0,0) hrs 15 wks

Two-Dimensional Studies: Painting IV

Prerequisite: SART 250.

A continuation of SART 250 but with an increased need for students to define their own areas of interest and to extend their thinking in an innovative, self-challenging fashion. As in SART 250, guest speakers, field trips, slide lectures etc. will be a feature of the course. There will be a continuing stress on relating work in this course to contemporary activities in the visual arts and to other areas of the program. Experiments with images, methods and materials will be encouraged, with a view to the development of personal modes of expression. Towards the end of the course,

students will be required to define their own areas of research and visual articulation as they embark on a thematically linked series of work.

SART 257 3 credits (4,3,0) hrs 15 wks

Three-Dimensional Studies: Sculpture III

Prerequisite: SART 174.

A resumption of the investigation of ideas, materiality and form, to broaden the participant's visual, tactile and conceptual abilities. Traditional and current sculptural ideologies and techniques will be examined in the context of 20th century developments.

SART 262 3 credits (4,0,0) hrs 15 wks

Drawing III

Prerequisite: SART 151.

Continued study of drawing as a means of discovery, expression and communication. Conceptual, perceptual and technical aspects of drawing will be examined. Specifics to this course will include advanced graphic elements, unconventional media, and objective/subjective research.

SART 263 3 credits (4,0,0) hrs 15 wks

Drawing IV

Prerequisite: SART 262.

Further study of drawing with an emphasis on the development of personal modes of expression and image transformation. Orthographic drawings comprise a small portion of the course. The work of the three previous courses will be reviewed, with the addition of perceptual exploration and portfolio presentation in the form of a small series of thematically linked work.

SART 265 3 credits (4,3,0) hrs 15 wks

Three-Dimensional Studies: Sculpture IV

Prerequisite: SART 257.

A further study of historical and current sculptural ideologies. Assignments require individual strategies to respond to social/environmental and interactive issues. Participation in group debates and critiques will foster constructive dialogue and criticism.

SART 273 3 credits (4,3,0) hrs 15 wks

Three-Dimensional Studies: Ceramic Art III

Prerequisite: SART 165.

Students will undertake further exploration of processes and materials, including the development of original glazes and manipulation of glaze characteristics. Students will be encouraged to explore ways to bring to ceramic art their personal expressive interests within the context of contemporary ceramic usage.

SART 274 3 credits (4,3,0) hrs 15 wks

Three-Dimensional Studies: Ceramic Art IV

Prerequisite: SART 273.

The course will include an increased emphasis on craftsmanship and design of functional and non-functional forms. Glazes and other methods of decoration will continue to be examined.

SART 282 3 credits (4,1.5,0) hrs 15 wks

Two-Dimensional Studies: Printmaking III

Prerequisite: SART 183.

A comprehensive study of intaglio and relief printing methods, this course is primarily designed for the advanced printmaking student. Other areas that come under consideration will include collographs, uninked embossing and the practical application of colour theory. Discussion of current directions in printmaking and their relationship to painting and sculpture will be ongoing.

SART 283 3 credits (4,1.5,0) hrs 15 wks

Two-Dimensional Studies: Printmaking IV

Prerequisite: SART 282.

Designed for the advanced printmaking student, the main concern will be combined colour printing techniques based upon the individual's need. A folio of work will be produced to document this research. Technical aspects that surface will include photographic possibilities and dimensional prints.

SART 300 12 credits (4,0,4) hrs 15 wks

Art Institute - Sculpture and Printmaking

The Institute is designed to meet the needs of students with several years of experience in sculpture or printmaking or who have left college, art school or university and may no longer have access to specialized equipment and facilities. The Art Institute will emphasize access to well equipped studios as well as lectures, seminars and tutorials with instructors and invited professional artists. The format will be one day of class time and four or more days of studio time. The studios are available during the evenings and weekends.

SART 301 12 credits (4,0,4) hrs 15 wks

Art Institute II - Sculpture and Printmaking

A continuation of SART 300.

SART 310 3 credits (4,0,0) hrs 15 wks

Advanced Ceramic Studies

A post-diploma studio workshop course. For students with considerable previous experience of wheel and hand building techniques. This course will focus on the development of clays and glazes in soda and salt firings, as well as over and underglaze and slip decoration.

SART 311 3 credits (4,0,0) hrs 15 wks

Advanced Ceramic Studies II

A continuation of SART 310 with the introduction of the formulation and development of metallic lustres.

SETA 100 1.5 credits (3,0,0) hrs 10 wks

History, Philosophy and Issues in Special Education

An overview of the history of the field of special education including key figures who have contributed to the development of this field. This introductory course includes opportunities to discuss main ideas, social trends and controversies that have had an effect on special education with the intent of helping students form their own philosophies around these issues.

SETA 101 1.5 credits (3,0,0) hrs 10 wks

Working in Schools

Introductory course provides an understanding of the public school system and the role of the SETA within that setting. Overviews of provincial policies, district and school-based program at the elementary and secondary levels are discussed in detail.

SETA 102 1.5 credits (3,0,0) hrs 10 wks

Interpersonal Skills for Teachers' Assistants

This course presents interactive communication techniques for working with both adults and children. Students will learn about:

- (1) types of behaviour disorders and practical classroom behavioural management techniques,
- (2) conflict resolution, diffusing and managing anger, negotiating and compromising, listening and summarizing,
- (3) multicultural communication skills,
- (4) communication skills to effectively work in a team environment

SETA 103 1.5 credits (3,0,0) hrs 10 wks

Challenging Behaviours

Students learn about various behaviour profiles and develop a practical understanding of how to support children or adolescents with behavioural challenges in a school setting.

SETA 104 1.5 credits (3,0,0) hrs 10 wks

Child Growth and Development for SETAs

This course explores the social, emotional, physical, language and expressive stages from birth to adolescence. Students will gain understanding of the diversity in learners and how observational and recording methods support critical documentation often used in the role of a SETA in school settings.

SETA 105 3 credits (4,0,0) hrs 14 wks

Developmental Challenges for SETAs

Students will explore current issues emphasized in inclusive education through definition, etiology and implications for learning in the various areas of exceptionality: challenging behaviours, depression, intellectual disabilities, FAS, ADHD, ESL, giftedness, communication disorders, physical and chronic health disorders, home, school and community issues such as abuse, homelessness etc. Twelve hours of practical skills; an introduction to physical transfer, lifting, feeding and medical management is included.

SETA 106 1.5 credits (3,0,0) hrs 10 wks

Technology for SETAs

Students will become familiar with the wide range of low and high technology adaptations for students with disabilities. Common computer hardware and software used in schools are explored. Students learn how the school system and related agencies assess the needs of students with special needs and how to provide appropriate technological adaptations. Educational planning and implementation of plans are also discussed.

SETA 107 3 credits (3,0,0) hrs 14 wks

Instructional Strategies 1

SETA 107 and SETA 108 must be taken one after the other. They provide students with a range of instructional strategies that will assist in meeting the learning needs of the diverse population of high incidence students in our classrooms. Students experience the application of both teaching and learning strategies that facilitate the inclusion of children into mainstream settings.

SETA 108 1.5 credits (3,0,0) hrs 10 wks

Instructional Strategies 2

Prerequisite: SETA 107.

This course follows SETA 107. Both courses provide students with a range of instructional strategies that will assist in meeting the learning needs of the diverse population of low incidence students in our classrooms. Students experience the application of both teaching and learning strategies that facilitate the inclusion of children into mainstream settings.

SETA 109 6 credits (0,30,0) hrs 15 wks

SETA Practicum

An intensive 120-hour period which provides opportunities for students to integrate and consolidate the theory and skills developed through the SETA program in a classroom setting (K-12) working with children or adolescents who have special needs. Students are under the direct supervision of a classroom teacher and practicum supervisor and are required to attend one-on-one consultations and small group seminars.

Students must have current Standard First Aid/CPR certificate, criminal records check and TB test prior to being placed in practicum schools.

SOC. 100 3 credits (4,0,0) hrs 15 wks

Social Structures

The course systematically covers major topics and issues of concern to anyone who wishes to begin to understand and come to terms with the modern world in a personally and sociologically relevant way. The basic theme of the course is that we are, to a greater extent than generally imagined, produced, structured and run by the social machine or social or societal determinants. This structured aspect of society is comprised of institutions such as the family, religion, the mass media and education, for example, as well as rules, customs, laws, ideologies, etc. Our society is also embedded with structural inequalities related to gender, social class and ethnicity. Utilizing what has been termed "the sociological imagination," the course looks at how we are influenced by these aspects of society and in turn how we react to these influences.

Note: Both SOC. 100 and SOC. 101 are required for students intending to major in Sociology at SFU or UBC.

SOC. 101 3 credits (4,0,0) hrs 15 wks

Concepts and Theories of Society

With current social conditions in mind, this course analyzes the general development of sociological thought in the 19th and 20th centuries. We will look at a variety of sociological theories and approaches to understanding society (structural functionalism, conflict theory, symbolic interactionism, feminism, and others) and employ these approaches to analyze events of current interest, importance and impact in society.

Note: Both SOC. 100 and SOC. 101 are required for students intending to major in Sociology at SFU or UBC.

SOC. 200 3 credits (4,0,0) hrs 15 wks

Canadian Society

Prerequisite: SOC. 100 or SOC. 101.

An introduction to the study of Canadian society and culture, including an analysis of the major Canadian institutions studied on a national basis, with special emphasis on the dynamics of change in a complex multicultural society. Issues that explore the intersection of state, capital and labour with gender, class and ethnicity will be discussed as they relate to such concerns as multiculturalism, Aboriginal peoples and Quebec society.

Note: This course serves as a Canadian Studies credit.

SOC. 201 3 credits (4,0,0) hrs 15 wks

British Columbia Society

Prerequisite: SOC. 100 or SOC. 101.

A sociological approach to the dynamics of Canadian society with special emphasis on British Columbia. Close attention will be given to economic, historical and cultural developments which have shaped British Columbia from its early years into a modern industrial society. Contemporary social questions surrounding such issues as education, health, labour, Native land claims, and resource questions will be discussed.

Note: This course serves as a Canadian Studies credit.

SOC. 210 3 credits (4,0,0) hrs 15 wks

Current Social Issues

Prerequisite: SOC. 100 or SOC. 101.

A study of social concerns and cultural problems common to current conditions in the 20th century in our society and in global perspective. Classical sociological concepts will be used to examine current social issues in a global framework of political, economic, and cultural analysis. The course may explore an array of social issues or have a specific emphasis on a particular concern (e.g. popular culture, or sociology of sport). Current issues are placed in the context of the student's daily world, as it is happening now, to develop the student's sociological imagination.

SOC. 211 3 credits (4,0,0) hrs 15 wks

Sociology of the Third World

Prerequisite: SOC. 100 or SOC. 101.

A study of the major theories of development and under-development, social, cultural and political responses to under-development, and the interrelationship of social institutions in and between the "developed" and "under-developed" societies. This course will provide students with an opportunity to better understand the social, economic and political causes and effects of under-development. Both sociological and "non-sociological" literature on the impact of globalization on Third World Societies will be considered. This course may be taken by itself or as a complement to SOC. 210, Current Social Issues.

SOC. 222 3 credits (4,0,0) hrs 15 wks

Sociology of the Arts

Prerequisite: SOC. 100 or SOC. 101.

A sociological study of art and artists in western and non-western societies. The course will relate the various art forms (painting, music, literature) to the social context in which they exist and to their social production; hence it will develop an understanding of the interrelationships between ideas (aesthetic codes), social institutions, cultural politics and political economy. This course is particularly recommended as a complement to SOC. 101 or 223.

SOC. 223 3 credits (4,0,0) hrs 15 wks

Media and Society

Prerequisite: SOC. 100 or SOC. 101.

An intensive study of the relationship between a society's communication systems as media and its technological, economic and political base, its ideology, its behaviour patterns and its cultural life. This will encompass current forms of television, radio, magazines, all forms of advertisement, news production and films. This course is particularly recommended as a complement to SOC. 222 or 100.

SPAN 100 3 credits (4,1.75,0) hrs 15 wks

Beginning Spanish I

This is a beginners' course which offers a comprehensive introduction to the Spanish language and culture. Emphasis is placed on grammar and the development of the students' speaking, understanding, reading and writing skills.

SPAN 101 3 credits (4,1.75,0) hrs 15 wks

Beginning Spanish II

Prerequisite: SPAN 100 or Grade 10, 11, or 12 Spanish.

A continuation of the work of SPAN 100. Must be taken in order to realize first year level college/university Spanish. Recommended also for those who are considering taking SPAN 200 and need review work.

Note: Prerequisites may be waived by permission of instructor.

SPAN 200 3 credits (4,1.75,0) hrs 15 wks

Intermediate Spanish I

Prerequisite: SPAN 100/101 or Grade 12 Spanish completed with a minimum C grade.

A review of Spanish grammar with special emphasis on problematic areas normally encountered by students of the language. The reading, writing and oral fluency of the student will be improved through translations, compositions and extensive conversation practice. Also, the student will be introduced to Hispanic Literature.

Note: Prerequisites may be waived by permission of instructor.

SPAN 201 3 credits (4,1.75,0) hrs 15 wks

Intermediate Spanish II

Prerequisite: SPAN 200 with a minimum C grade.

A continuation of the work of SPAN 200. This course should be taken, wherever possible, in the term following SPAN 200.

Note: Prerequisites may be waived by permission of instructor.

SPAN 510 3 credits (4,1,1) hrs 15 wks

Intermediate Spanish for Managers I

This course progresses from intermediate to advanced Spanish, focusing on the practical language needed to function on and off the job in Latin America.

Note: For Latin American Management program students only.

SPAN 511 3 credits (4,1,1) hrs 15 wks

Intermediate Spanish for Managers II

This course is a continuation of SPAN 510.

Note: For Latin American Management program students only.

SPAN 520 3 credits (4,1,1) hrs 15 wks

Advanced Spanish for Managers I

This course applies advanced grammar and vocabulary to real business and personal situations requiring effective Spanish language skills.

Note: For Latin American Management program students only.

SPAN 521 3 credits (4,1,1) hrs 15 wks

Advanced Spanish for Managers II

This course is a continuation of SPAN 520.

Note: For Latin American Management program students only.

TCRI 300 15 credits (4,0,0) hrs 15 wks

Writing Practices I

Prerequisite: BA, BFA, or equivalent.

This course shall provide instruction and mentorship for writers wishing to achieve a self-determined project in writing, whether it be completion of a manuscript or exploration of new writing practices. With the help of visiting professional writers and Capilano faculty, students shall be encouraged to investigate a variety of writing practices. In addition, students shall be motivated to give readings of their own work and to attend a number of readings and lectures by faculty and visiting writers.

TCRI 301 15 credits (4,0,0) hrs 15 wks

Writing Practices II

In this continuation of TCRI 300, students shall continue to pursue their own self-defined writing projects, while receiving exposure to different distinguished professional writers, and Capilano College faculty.

THAI 100 3 credits (4,2,0) hrs 15 wks

Beginning Thai I

This course provides instruction and practice both in beginning language and in the cultural background which is so necessary to place the examples into meaningful contexts. The international phonetic alphabet is used to avoid confusion of sounds. The basic vocabulary and sentence structures are covered, and social routines and common idioms are stressed as well. Students have time to practise all structures introduced, and are encouraged to initiate their own conversations. At the end of the course students have better than survival-level fluency, and use only Thai for basic classroom routines. They are ready to learn to write.

Note: For Asia Pacific Management Cooperative program students only.

THAI 101 3 credits (4,2,0) hrs 15 wks

Beginning Thai II

Prerequisite: THAI 100 or equivalent.

This course reviews the basic material of THAI 100, and introduces the script. Students learn how to write the words they already know. More complex structures are introduced, along with more idioms, common expressions, and exceptions to basic rules. Classes are conducted almost all in Thai, except for occasional detailed historical or technical explanations. At the end of the course students know how to respond to typical situations in Thai and to elicit basic everyday information from Thais. They can read simple Thai passages and the basic road signs and are at a level of reading and writing equivalent to Thai grade four students.

Note: For Asia Pacific Management Cooperative program students only.

THTR 100 3 credits (2,4,0) hrs 15 wks

Acting I

An introduction to a methodical approach to script, and the basic skills necessary to perform and stage contemporary monologues and scenes.

THTR 101 3 credits (2,4,0) hrs 15 wks

Acting II

Develops skills in non-scripted theatre. Areas of exploration include improvisation and mask work. Students will perform self-created work.

THTR 110 3 credits (4,0,0) hrs 15 wks

Introduction to Acting for the Camera

An introduction to acting with an emphasis on performing for the camera. Students will perform an on-camera close-up and scenes.

THTR 116 3 credits (2,0,4) hrs 15 wks

Musical Theatre I

An introduction to the musical theatre repertoire and the singing, dancing and acting skills necessary to perform it.

THTR 117 3 credits (2,0,4) hrs 15 wks

Musical Theatre II

A continuation of THTR 116.

THTR 120 3 credits (4,0,0) hrs 15 wks

Elements of Theatre I

An introduction to play study and the history of theatre from its ritual beginnings to the 17th century. Lectures, seminars, play reading, and theatre attendance are part of this course.

THTR 120 is normally taken with ENGL 100 in a combined seminar.

THTR 121 3 credits (4,0,0) hrs 15 wks

Elements of Theatre II

Plays in the context of the history of theatre from the Restoration to the beginnings of modern theatre. Lectures, seminars, play reading and theatre attendance are part of this course.

THTR 122 2 credits (4,0,0) hrs 12 wks

The Elements of Theatre: Costuming Program

Prerequisite: Admission to the Costume for Theatre and Film program.

This course focuses on the history and practice of theatre. It will enable the student to learn about theatre and theatre history through presentations and discussion seminars.

THTR 150 3 credits (2,4,0) hrs 15 wks

Introduction to Production and Design I

An introduction to the basic elements of technical theatre and theatre design. Topics include stage management, scenic carpentry, theatre lighting, and scenic design.

THTR 151 3 credits (2,4,0) hrs 15 wks

Introduction to Production and Design II

A continuation of THTR 150. Topics include properties, sound, costumes, and scenic painting.

THTR 152 3 credits (0,8,0) hrs 15 wks

Costuming I

An introduction to the theory and practice of the duties of the costume designer and other members of the costume department in a producing theatre company.

Note: For Costuming for Film and Theatre program students only.

THTR 153 3 credits (0,8,0) hrs 15 wks

Costuming II

A continuation of THTR 152.

Note: For Costuming for Film and Theatre program students only.

THTR 154 3 credits (2,0,4) hrs 15 wks

Audio Engineering for Stage I

An introduction to the theory and practice of Audio Engineering for the stage.

THTR 155 3 credits (2,0,4) hrs 15 wks

Audio Engineering for Stage II

A continuation of THTR 154.

THTR 190, 191, 192, 193, 194, 195

1 credit each (1.33,0,0) hrs 30 wks

Practicum I, II, III, IV, V, VI

Prerequisite: Application to the coordinator at any time during the term.

Students receive credit for intensive practical work on productions. The nature of the work and the amount of credit will be determined by the Department in consultation with the student. All who are cast in a department production or who are assigned to a production crew must register in these courses.

THTR 200 3 credits (4,0,2) hrs 15 wks

Acting III

Prerequisite: B+ grade in THTR 100.

An intermediate scene study course focusing on text analysis and the performance of scenes and very short one-act plays.

Note: Prerequisite may be waived by permission of instructor by audition and interview.

THTR 201 3 credits (2,4,0) hrs 15 wks

Acting IV

Prerequisite: THTR 200.

A scene study course which explores style in classical and contemporary plays. Scene study will emphasize acting styles in groups of representative plays. Topics, set by the department, will vary each term.

Note: Prerequisites may be waived by permission of instructor.

THTR 205 3 credits (2,4,0) hrs 15 wks

Bodywork

A course in movement techniques. Students focus on body awareness, alignment, strength, flexibility and coordination.

THTR 207 3 credits (2,4,0) hrs 15 wks

Vocal Communication I

A course in voice production and oral interpretation designed to free the speaking voice and develop expressive communication.

THTR 210 3 credits (4,0,2) hrs 15 wks

Acting for Film and Television I

Prerequisite: Prior acting experience is recommended.

An introduction to the acting techniques and technical skills needed to perform voice-overs and scenes for the camera.

THTR 211 3 credits (4,0,2) hrs 15 wks

Acting for Film and TV II

Prerequisite: THTR 210.

A continuation of THTR 210. Topics include script interpretation, emotional portrayal, and special problems in film acting.

Note: Prerequisite may be waived by permission of instructor.

THTR 212 3 credits (2,4,0) hrs 15 wks

Film Acting I

An introduction to the acting techniques and technical skills needed to perform for the camera.

Note: For Professional Film Studies students only.

THTR 213 3 credits (4,2,0) hrs 15 wks

Film Acting II

Prerequisite: THTR 212.

A continuation of THTR 212. Topics include script interpretation and emotional portrayal.

Note: For Professional Film Studies students only.

THTR 216 3 credits (0,0,6) hrs 15 wks

Musical Theatre III

Prerequisite: THTR 117 or permission of the theatre department.

A continuation of the exploration of Musical Theatre Repertoire, with an emphasis on more complicated technique, harmonies, and choreography.

THTR 217 3 credits (0,0,6) hrs 15 wks

Musical Theatre IV

Prerequisite: THTR 216 or permission of the theatre department.

A continuation of the exploration of Musical Theatre Repertoire, with an emphasis on more complicated technique, harmonies, and choreography.

THTR 220 3 credits (4,0,0) hrs 15 wks

Conceptual Approaches to Theatre I

Prerequisite: THTR 120 or 121 or a 100-level Arts course.

An in-depth study of a specific theatre topic which will be set each term by the department. This is a thematic, rather than a chronological approach to the study of plays and theatre. Both theoretical and practical class methods may be used.

THTR 221 3 credits (4,0,0) hrs 15 wks

Conceptual Approaches II

Prerequisite: THTR 120 or 121 or a 100-level Arts course.

The same format as THTR 220. This course studies a different topic.

THTR 250 1.5 credits (2,0,0) hrs 15 wks

Senior Production Responsibilities I

Prerequisite: THTR 150 or 151.

Introduction to senior production duties including Technical Direction, Stage Management, Head Carpenter, Properties, and Scenic Design.

THTR 251 1.5 credits (2,0,0) hrs 15 wks

Senior Production Responsibilities II

Prerequisite: THTR 150 or 151.

A continuation of THTR 250.

THTR 252 1.5 credits (2,0,0) hrs 15 wks

Advanced Lighting and Sound I

Prerequisite: THTR 150 or 151.

Teaches the advanced skills required to design and run the lighting and sound for both simple and complex shows.

THTR 253 1.5 credits (2,0,0) hrs 15 wks

Advanced Lighting and Sound II

Prerequisite: THTR 150 or 151.

A continuation of THTR 252.

THTR 254 4.5 credits (0,12,0) hrs 15 wks

Practicum in Technical Theatre/Design I

Prerequisite: THTR 150 or 151.

Students receive credit for intensive practical work on the technical or design areas of productions.

THTR 255 4.5 credits (0,12,0) hrs 15 wks

Technical Theatre/Design Lab II

Prerequisite: THTR 150 or 151.

A continuation of THTR 254.

THTR 260 3 credits (4,0,0) hrs 15 wks

Analysis for Directing and Design

Teaches script analysis for students of directing and design.

THTR 290, 291, 292, 293, 294, 295

1 credit each (1.33,0,0) hrs 30 wks

Practicum VII, VII, IX, X, XI, XII

Prerequisite: Three credits of THTR 190 series and application to the coordinator at any time during the term.

Students receive credit for intensive practical work on productions. The nature of the work and the amount of credit will be determined by the Department in consultation with the student. All who are cast in a department production or who are assigned to a production crew, and who have three credits in the THTR 190 series, must register in these courses.

THTR 370 12 credits (1,0,30) hrs 15 wks

Theatre Institute I-Directing

Prerequisite: Audition or interview.

This is part one of the Theatre Institute program focusing on directing. Students will attend a tutorial seminar, direct scenes, and complete their first project as an assistant director or director.

THTR 371 12 credits (1,0,30) hrs 15 wks

Theatre Institute II-Directing

Prerequisite: Audition or interview.

This is part two of the Theatre Institute program focusing on directing. Students will attend a tutorial seminar, direct scenes, and complete their second project as an assistant director or director.

THTR 372 12 credits (1,0,30) hrs 15 wks

Theatre Institute I-Acting

Prerequisite: Audition or interview.

This is part one of the Theatre Institute program focusing on acting. Students will work on scene study through private acting instruction. They will complete their first and second performance projects. (The second project may be done in the second term.)

THTR 373 12 credits (1,0,30) hrs 15 wks

Theatre Institute II-Acting

Prerequisite: Audition or interview.

This is part two of the Theatre Institute program focusing on acting. Students will work on scene study through private acting instruction. They will complete their second (if not completed in the previous term) and third performance projects.

THTR 374 12 credits (1,0,30) hrs 15 wks

Theatre Institute I-Production

Prerequisite: Interview.

This is part one of the Theatre Institute program focusing on production and stage management. Students will attend a tutorial production seminar, and complete their first and second projects. (The second project may be done in the second term.)

THTR 375 12 credits (1,0,30) hrs 15 wks

Theatre Institute II-Production

Prerequisite: Interview.

This is part two of the Theatre Institute program focusing on production and stage management. Students will attend a tutorial production seminar, and complete their second (if not completed in the previous term) and third projects.

TOUR 100 1.5 credits (2,0,0) hrs 15 wks

Tourism Co-op Preparation

This course will include a general overview of the co-op work experience. The specific areas covered will be goal setting, skills analysis, researching sectors and employers, job search techniques and preparation of résumé, cover letter and thank you letter. Assistance will be given in job search by faculty.

TOUR 111 3 credits (4,0,0) hrs 15 wks

Tourism Introduction: Theory and Practice

An introduction to the key concepts, language, and issues facing the tourism industry. Trends, market profiles and demographic factors, key industry sectors, tourism geography and key regional products in B.C., tourism's role in community development, social impacts of tourism, transportation, communication, and legal issues in tourism.

TOUR 112 3 credits (4,0,0) hrs 15 wks

Tourism Marketing

The objectives of this course are to examine the existing tourism marketing system in Canada; to develop the student's understanding of Canadian tourism marketing and the basics of consumer marketing; and to enable the student to relate to current aspects of tourism business and how they affect Canadian tourism marketing.

TOUR 113 3 credits (4,0,0) hrs 15 wks

Human Resource Management in Tourism

Human resource issues, job analysis, recruitment, interviewing, orientation, training and development, performance management, legislation, and labour-management relations.

TOUR 114 3 credits (4,0,0) hrs 15 wks

Organizational Behaviour in Tourism

Individual behaviour, interpersonal communication skills, decision-making, group dynamics and team building, service management, conflict resolution, negotiation, and giving performance feedback.

TOUR 116 3 credits (4,0,0) hrs 15 wks

Financial Planning in Tourism I

Designed to provide future entrepreneurs and managers in the field of tourism an introductory review of the basic accounting and planning skills required for small business operations. This course will also cover basic financial statement analysis for the purpose of providing information to meet the needs of investors, owners and management.

TOUR 118 3 credits (4,0,0) hrs 15 wks

Special Events - Tourism Generators

This course will cover all aspects of event management and event marketing: choosing the right event, designing a business (event) plan, event/cause marketing, sponsor proposals, managing the pre-event, event day(s) management, and post event activities. Students will design a new special event and prepare a business plan for that event. The course will also include case studies from existing events.

TOUR 120 3 credits (4,0,0) hrs 15 wks

Adventure and Eco-Tourism

Adventure tourism products will be examined; economic impact of the industry, selling adventure tourism, identifying markets, packaging, legal liability, organization and structure of the industry, government's role in area and activity management, resource management issues, protecting resource areas, eco-tourism issues, land use planning, and product opportunities.

TOUR 123 3 credits (4,0,0) hrs 15 wks

Tourism Advertising

This course is designed to give the student an understanding of the major aspects of Canadian tourism advertising. The course will cover advertising planning, creative strategies and execution as well as developing "real life" advertising campaigns.

TOUR 125 3 credits (4,0,0) hrs 15 wks

Financial Planning in Tourism II

Using financial and strategic planning techniques, students will develop a comprehensive business plan and financing proposal for a tourism business. This is the major project for the course. In addition, students will complete the study of financial analysis and basic business accounting begun in TOUR 116.

TOUR 130 10.5 credits (0,0,13.5) hrs 15 wks

Tourism Co-op Work Term

The co-op work term is designed to apply classroom theory and skills through work experience. Students will spend four and one-half months in an acceptable industry placement and will be responsible to a specific industry supervisor. The goal is to develop high calibre graduates who are better able to assume productive jobs. Summer work placements are sought by the students, with faculty co-op advisors assisting them to find placement. Students apply for positions and are selected by the employees and the College. Students' work performance and potential will be evaluated by the faculty and industry supervisor. Upon completion of the co-op work term, each student will make a major presentation to the class and faculty at a department retreat.

TOUR 131 3 credits (4,0,0) hrs 15 wks

Tourism Product Development

With today's intense global competition for tourists combined with the subjective and tangible nature of the tourism experience, operations and destinations are now compelled to analytically and methodically develop appropriate tourism products. This course will examine how to effectively develop, package and position tourism products for success in the marketplace.

TOUR 143 3 credits (4,0,0) hrs 15 wks

Business Law in Tourism

This course outlines Canadian Law applicable to the tourism industry. Students will be introduced to identifying areas prone to legal risk and the rights and liabilities of relationships within the tourism industry. Topics include: constitutional law, contract law, liability, insurance, property law, human rights, labour and employment, liquor, licensing and safety of guides and guests.

TOUR 145 3 credits (4,0,0) hrs 15 wks

Tourism Work Practicum Preparation

This course will assist students in securing a successful work placement. Course work will focus on defining and developing skills necessary for the job search process.

TOUR 149 3 credits (4,0,0) hrs 15 wks

Computer Applications in Tourism

This course provides the student with hands-on experience using software to create professionally formatted documents and brochures and to manage financial information using electronic spreadsheets and accounting software.

TOUR 150 6 credits (0,0,0) hrs 0 wks

Tourism Practicum

Prerequisite: TOUR 145

Students will complete 280 hours of volunteer work experience in the tourism industry.

TOUR 200 3 credits (4,0,0) hrs 15 wks

Revenue Management for Tourism

A clear view on how the operating environment of hotel and airline companies influences the process of revenue enhancement. Students will understand the different mechanisms used to enhance revenues, master the theoretical and practical background of revenue management and techniques and understand the importance of these techniques in yield and revenue management.

TOUR 201 3 credits (4,0,0) hrs 15 wks

Tourism and Technology

Students will gain an understanding of the function and importance of management information systems in tourism. This course explores a range of issues from Airlines Global Distribution Systems (GDS) to restaurant management systems. This course is not designed to train students in hands-on computer usage, but how these systems are used for decision making, problem solving, and increasing productivity and profitability.

TOUR 202 3 credits (4,0,0) hrs 15 wks

Strategic Marketing Management - Case Study Approach

Prerequisite: TOUR 112.

This course will provide students with a greater understanding and appreciation of strategic marketing management in the tourism industry. Marketplace potential, risk, delivery mechanism and the industry's unique characteristics will be explained. Strategic marketing process of how marketing plans are developed, implemented and amended are reviewed and analysed.

TOUR 218 3 credits (4,0,0) hrs 14 wks

Event Management II

Prerequisite: TOUR 118

In this course students will put into practice the skills and concepts of creating, financing, marketing and managing a special event.

TOUR 227 3 credits (4,0,0) hrs 15 wks

Heritage, Cultural and Arts Planning for Tourism

An overview of heritage cultural, and arts tourism, with emphasis on community and regionally-based planning and development approaches. A review of market demand, demographic trends, product development, development of arts and entertainment tourism, and First Nations tourism.

TOUR 232 3 credits (4,0,0) hrs 15 wks

International Tourism Policy and Planning

A geographical overview of the Asia-Pacific region including demographics, physiography, environmental issues, tourism destinations and travel patterns. A review of politics in tourism and Asia-Pacific region national tourism policies. Methodology and approach to tourism policy analysis, comparative tourism development case studies, regional tourism policy and planning. Role of development agencies and tourism organizations.

TOUR 233 3 credits (4,0,0) hrs 15 wks

Cross Cultural Tourism

An overview of cross-cultural issues in tourism. The nature of prejudice and racism is examined as are effective communication skills and behaviours in selected cultures: gender relationships, business and social customs, body language, negotiation skills and others. In addition to acquiring practical knowledge about culture in general, participants research and present information on a variety of specific cultures, with the link between cultural knowledge/skills and the success of Tourism or Outdoor Recreation activities being stressed.

TOUR 249 3 credits (4,0,0) hrs 15 wks

Advanced Computer Applications in Tourism

Prerequisite: TOUR 149.

This course provides the student with hands-on experience using computer software to create electronic presentations, databases and Web sites.

TOUR 421 3 credits (4,0,0) hrs 15 wks

Organizational Leadership in Tourism

Advanced skills in organizational leadership, including leadership approaches, motivation, understanding of organizational culture, and management of working relationships.

TOUR 422 3 credits (3,0,1) hrs 15 wks

People Management-Human Relations in Tourism

Advanced human resource management skills and professional knowledge for application to the tourism workforce including the best practices of recruitment and selection, motivating and managing performance, compensation and benefits, and employee and labour relations techniques which align with the business strategy of the tourism operation.

TOUR 423 3 credits (4,0,0) hrs 15 wks

Tourism Planning and Policy

Use and apply planning and policy knowledge specific to tourism, including planning and policy negotiation skills, advanced policy and planning writing skills, and organization and leadership of planning initiatives.

TOUR 424 3 credits (4,0,0) hrs 15 wks

Entrepreneurship in Tourism

Advanced capabilities in tourism product development, including innovation within the entrepreneurial process and through existing organizations with the intrapreneurial process.

TOUR 425 3 credits (4,0,0) hrs 15 wks

Financial Management for Tourism

Prerequisite: TOUR 116 or BMKT 164 and REC. 239.

Applied financial management and planning capabilities, including financial ratios, budgets, pro forma statements, risk management, and working capital management.

TOUR 426 3 credits (4,0,0) hrs 15 wks

Cultural and Community Issues

Ability to apply cross-cultural communications skills and knowledge, including conflict resolution and negotiation skills, with employees, clients and customers from different cultures. Ability to apply leadership and negotiation skills to community issues in tourism.

TOUR 427 3 credits (4,0,0) hrs 15 wks

Marketing Research for Tourism

Ability to use market research skills needed for the effective management of tourism operations, including survey techniques.

TOUR 428 3 credits (4,0,0) hrs 15 wks

International Tourism Marketing

Students will develop the capability to manage tourism operations in an international context — economic, political, legal, cultural, and financial environments.

TOUR 440 3 credits (4,0,0) hrs 15 wks

Graduating Seminar

Participants will research and present a major graduating project with direct application to the tourism industry under the guidance of a faculty supervisor.

TOUR 441 3 credits (4,0,0) hrs 15 wks

Advanced Tourism Product Development

Students will develop advanced skills in product development based on market and demographic research, including marketing, pricing, competitive analysis, and conceptualizing new products across a range of industry sectors.

TOUR 442 3 credits (4,0,0) hrs 15 wks

Environmental Stewardship for Tourism

Students will review principled negotiation, the ethics of environmental stewardship, the environmental legislative regime and provincial resource policy, geographical information system applications, negotiations of land use agreements, co-management approaches, and sustainability issues using case studies.

TOUR 443 3 credits (4,0,2) hrs 15 wks

Cultural Tourism Management

This course deals with the management of cultural, heritage, and entertainment tourism. Topics include negotiating agreements with municipalities, planning approaches, sponsorships, protection of heritage properties, museum tourism, and performing arts and visual arts partnerships.

TOUR 444 3 credits (3,0,1) hrs 15 wks

International Ecotourism

This comparative approach to eco-tourism in different countries will highlight issues of sustainability, planning, socio-cultural issues, and economic demand.

TXTL 120 2 credits (4,0,0) hrs 12 wks

Dyeing and Breakdown for Film and Theatre I

Prerequisite: Acceptance into the Costume Certificate Program.

An introduction to textile arts and dyeing for the costumer applied to film and theatre.

TXTL 121 2 credits (4,0,0) hrs 12 wks

Dyeing and Breakdown for Film and Theatre II

Prerequisite: TXTL 120.

An introduction to textile arts and costume ageing and breakdown applied to film and theatre.

TXTL 154 3 credits (4,0,0) hrs 15 wks

Drawing I

Students will acquire basic drawing skills. This course encourages students to use drawing as a way of transmitting ideas, as a means of personal expression and to incorporate drawing with textile arts projects.

TXTL 158 3 credits (4,0,0) hrs 15 wks

Design I

Basic design elements and principles of colour theory will be studied. Sources of inspiration and imagery will be explored using a variety of materials and processes. Two-dimensional repeat design will be studied for application to surface decoration and compositional elements will be investigated and adapted for textiles. Main project will be presented in textiles.

TXTL 160 3 credits (4,1.5,0) hrs 15 wks

Textile Surface Design I

This is an introduction to methods of printing on fabric, using pigments, with found objects, handmade blocks and stamps. The development of printing technologies and stylistic movements will be explored. Mechanical resist, using hot and cold wax and discharge effects, will be explored. Physical resist, using bound and tied methods, will be explored and students will be encouraged to design for all of these techniques from a contemporary perspective.

TXTL 161 3 credits (4,1.5,0) hrs 15 wks

Textile Surface Design II

Prerequisite: TXTL 160.

This is an introduction to basic embellishment techniques, both handwork and machine work. A discussion of the historical and cultural uses of embellishment will be presented. Appliqué, stenciling and photo transfer techniques will be employed to develop each student's image vocabulary. Texturing with starch-based resists will be explored.

TXTL 168 3 credits (4,1.5,0) hrs 15 wks

Weaving I

This course introduces basic fibre properties and construction techniques, such as felt, basketry, yarn construction and dyeing. Historical and contemporary objects from various cultures will be discussed. The emphasis is on experimentation with various materials. In the second part, students will learn the process of loom weaving; the emphasis is on the use of design, colour and texture, and basic drafting techniques for patterns.

TXTL 169 3 credits (4,1.5,0) hrs 15 wks

Weaving II

This course provides a solid foundation of loom weaving, including pattern drafting and weaving, with an optional use of the computer for drafting and weaving. Students will also explore imagery in weaving through dye techniques and hand-manipulated weave structures. Slide presentations, guest artists and class discussions will explore aesthetic issues, historical and contemporary concerns and social and cultural aspects of weaving.

TXTL 178 3 credits (4,0,0) hrs 15 wks

Design II

Prerequisite: TXTL 158.

Elements of 2-D and 3-D design will be explored. Concepts of two-dimensional composing such as grid and other layout structures, creative uses of positive negative space, issues of emphasis and colour theory as well as text orientation with image and image on field will be studied. Three-dimensional issues involving installation and materiality offer a broad perspective of study. Cultural sources for new ideas in design including your own personal references will form the backbone of the course. An optional introduction to computer design and image manipulation will be included. Main projects will be presented first on paper then in textile form.

TXTL 230 3 credits (4,0,0) hrs 15 wks

Professional and Business Skills in Arts and Crafts

Prerequisite: One year full-time study in a visual arts program or equivalent experience.

This resource course introduces the student to the wide variety of choices available to them after graduation from the Textile Arts program. Students may choose course assignments relevant to their interests. The portfolio is an important segment that each student will complete. The student will learn basic self-management skill and gain a basic understanding of business practices, marketing, financial management and contacts. Students will also learn about different galleries and granting agencies, employment as well as self-employment opportunities, teaching opportunities and studio setups. Contacts and resources are emphasized; practicums may result from participation in this course.

TXTL 240 3 credits (4,0,0) hrs 15 wks

3-D Fibre & Mixed Media Constructions

Prerequisite: TXTL 168.

Students will learn processes from sculpture and fibre/textiles to create 3-D works, installations and performance art pieces. Experimentation with traditional and non-traditional materials and processes will be emphasized.

Note: Prerequisites may be waived by permission of instructor.

TXTL 267 3 credits (4,1.5,0) hrs 15 wks

Weaving III

Prerequisite: TXTL 169.

This course encourages students to explore techniques with traditional and non-traditional materials for weaving three-dimensional objects. Students will also work with more complex pattern weaves, rug weaving, brocades, transparencies or inlay techniques and combinations of weaving with dye techniques and various after treatments. Students develop technical abilities and a personal focus through assigned projects. Experimentation is supported through slides of contemporary and historical textiles, research and an awareness of current issues in textile arts.

TXTL 268 3 credits (4,1.5,0) hrs 15 wks

Weaving IV

Prerequisite: TXTL 267.

This course explores woven textiles as an image-bearing medium through the techniques of tapestry weaving. A sampler is woven to learn the basic vocabulary of traditional tapestry techniques. Analysis of techniques used by ancient, medieval and contemporary artists helps students explore their application. A research component looks at tapestry history and historical textiles as an image-bearing medium in various cultures. Students will complete a tapestry project of their own design for which they can concentrate on more traditional approaches or experiment with non-traditional materials. Dyeing to create an individual colour palette is facilitated and spinning, as source for unique fibre options, will be taught and encouraged.

TXTL 284 3 credits (4,1.5,0) hrs 15 wks

Textile Surface Design III

Prerequisite: TXTL 161.

This study of screen printing techniques using paper, wax, screen filler and direct emulsion stencils involves a variety of methods for producing a repeat design with different registration possibilities. Direct dyeing and transfer processes with different dyes and pigments will be combined with screening techniques to create compositional imagery.

TXTL 285 3 credits (4,1.5,0) hrs 15 wks

Textile Surface Design IV

Prerequisite: TXTL 284.

This course is designed for students with previous experience in textiles or other art media and it encourages work that integrates surface design techniques with other processes. Depending on previous knowledge, students can propose independent projects to replace certain assignments. Relief and layering will be used with fabric embellishment techniques. Direct hand-painting techniques will be introduced and different

dyestuffs and pigments for natural and synthetic fabrics will be used. Chemical processes will be introduced which alter the structure of the cloth by distressing, shrinking, and destroying parts of it. Basic paper-making techniques will be studied, exploring the possibilities of paper collage, cast paper, use of different pulps, colouring and making pulps from plants.

TXTL 290 3 credits (4,0,0) hrs 15 wks

Precision Dyeing

Prerequisite: First year of Textile Arts program or equivalent.

This course teaches precision dye methods with a range of synthetic and natural dyes for use with different yarns and fabrics. It provides technical knowledge for the safe use of dyes, how to achieve a colour match and how to create various aged looks for applied situations in film or theatre or for a special project.

TXTL 340 3 credits (4,0,0) hrs 15 wks

3-D Fibre & Mixed Media Construction II

Prerequisite: Acceptance into the Advanced Textile Arts Certificate program.

Students will learn processes from sculpture and fibre/textiles to create 3-D works, installations and performance art pieces. Experimentation with traditional and non-traditional materials and processes will be encouraged and incorporated with various other art forms.

TXTL 367 4.5 credits (4,1.5,1) hrs 15 wks

Weaving V

Prerequisite: Acceptance into the Advanced Textile Arts Certificate program.

This course is designed for students with previous experience in textiles or another art medium and it encourages work that integrates weaving with other processes. Students explore techniques with traditional and non-traditional materials for weaving three-dimensional objects. Students will also work with more complex pattern weaves, rug weaving, brocades, transparencies or inlay techniques and combinations of weaving with dye techniques and various after treatments. Experimentation is supported through slides of contemporary and historical textiles, research and an awareness of current issues in textile arts.

TXTL 368 4.5 credits (4,1.5,1) hrs 15 wks

Weaving VI

Prerequisite: Acceptance into the Advanced Textile Arts Certificate program.

Depending on previous skills with tapestry weaving, students can propose an independent project using tapestry weaving and /or they might integrate tapestry weaving with other art forms. This course explores woven textiles as an image bearing medium through the techniques of tapestry weaving. A sampler is woven to learn the basic vocabulary of traditional tapestry techniques. Analysis of techniques used by ancient, medieval and contemporary artists helps students explore their application. A research component looks at tapestry history and historical textiles as an image bearing medium in various cultures. Students will complete a tapestry project of their own design for which they can concentrate on more traditional approaches or experiment with non-traditional materials. Dyeing to create an individual colour palette is facilitated and spinning, as source for unique fibre options, will be taught and encouraged.

TXTL 384 4.5 credits (4,1.5,1) hrs 15 wks

Textile Surface Design V

Prerequisite: Acceptance into the Advanced Textile Arts Certificate program.

This course is designed for students with previous experience in textiles or other art media and it encourages work that integrates surface design techniques with other processes. Depending on previous knowledge, students can propose independent projects to replace certain assignments. This study of screen printing techniques using paper, wax, screen filler, and direct emulsion stencils involves a variety of methods for producing a repeat design with different registration possibilities. Direct dyeing and transfer processes with different dyes and pigments will be combined with screening techniques to create compositional imagery.

TXTL 385 4.5 credits (4,1.5,1) hrs 15 wks

Textile Surface Design VI

Prerequisite: Acceptance into the Advanced Textile Arts Certificate program.

Basic paper-making techniques will be studied, exploring the possibilities of paper collage, cast paper, use of different pulps, colouring and making pulps from plants. Relief and 3-D fibre construction methods will be used with fabric embellishment techniques and direct dying techniques to create fibre structure. Direct hand-painting techniques will be introduced and different dyestuffs and pigments for natural and synthetic fabrics will be used. Chemical processes will be introduced which alter the structure of the cloth by distressing, shrinking, and destroying parts of it.

VIET 110 3 credits (4,2,0) hrs 15 wks

Basic Vietnamese I

This course introduces students to the basics of Vietnamese conversation, culture, and language structure.

Note: For Asia Pacific Management Cooperative program students only.

VIET 111 3 credits (4,2,0) hrs 15 wks

Basic Vietnamese II

Prerequisite: VIET 110.

This course is a continuation of Vietnamese 110.

Note: For Asia Pacific Management Cooperative program students only.

WLP. 124 3 credits (60,0,0) hrs 1 wk

Winter Skills

An introductory course developing skills in avalanche safety, terrain and hazard assessment, route finding, winter camping, and shelter building. Competent students may achieve industry standards in avalanche skills.

WLP. 125 3 credits (60,0,0) hrs 1 wk

Ski Touring

Prerequisite: WLP. 124.

Students will develop backcountry touring skills including track setting, winter camp craft, hazard avoidance, skiing techniques and route planning, weather observations and avalanche safety.

WLP. 126 3 credits (60,0,0) hrs 1 wk

Backpacking

Students will develop skills in client care, risk management, navigation, professionalism, travel, instruction, terrain assessment, camping and mountain sense.

WLP. 127 3 credits (60,0,0) hrs 1 wk

Mountaineering

Prerequisite: WLP. 126.

This course is designed for the experienced backpacker with little or no rope skills. Skills in basic rock climbing, rope management, crevasse rescue, snow and glacier travel and ice climbing will be developed in this intense mountain-based program.

WLP. 128 2 credits (48,0,0) hrs 1 wk

Rock Climbing I

A technical course for non-climbers, emphasizing technique development through practical application of field skills. Students will gain competency in outdoor top rope climbing and following a lead climber. Skill sets include anchor construction, rope management, rappelling, climbing and movement techniques and hazard management.

WLP. 129 2 credits (48,0,0) hrs 1 wk

Rock Climbing II

Prerequisite: WLP. 128.

An intermediate level of skill development of rock climbing techniques including rock rescue and introduction to lead climbing.

WLP. 130 1 credit (24,0,0) hrs 1 wk

Rock Rescue Clinic

Prerequisite: WLP. 128.

This course emphasizes the practical aspects of technical rock rescue.

WLP. 131 2 credits (48,0,0) hrs 1 wk

Nordic Skiing I

A foundation course developing competency in equipment selection and use, waxing, diagonal stride, poling, turns, skating, and telemark techniques.

WLP. 132 3 credits (63,0,0) hrs 1 wk

Nordic Skiing II

Prerequisite: WLP. 131.

Students will develop and demonstrate competency in skiing and teaching diagonal stride, snow plow turns, double poling, off-set skate, and intermediate telemark. Competent students may achieve industry certification in nordic skiing.

WLP. 133 3 credits (63,0,0) hrs 1 wk

Canoeing I

A course in developing leadership skills in lake water canoeing; includes canoe history in Canada, equipment, canoe safety and leadership, tandem and solo, rescues, and canoe-tripping standards and practice. Competent students may achieve industry certification for instruction in lake-water canoeing.

WLP. 134 3 credits (63,0,0) hrs 1 wk

Canoeing II

Prerequisite: WLP. 133.

Tandem and solo moving water canoeing skills are developed in this course. Content includes theory, strokes, manoeuvres, and rescues. Competent students may achieve industry certification in moving water canoeing.

WLP. 135 2 credits (48,0,0) hrs 1 wk

Rafting I

Includes equipment, strokes for oar and paddle boats, raft manoeuvring, and river reading. Competent students may achieve industry certification in rafting.

WLP. 136 3 credits (63,0,0) hrs 1 wk

Rafting II

Prerequisite: WLP. 135.

This intensive course is designed to prepare students for the rafting industry. This guide training covers all aspects of rafting in preparation for the provincial guide exams.

WLP. 137 3 credits (60,0,0) hrs 1 wk

Sea Kayaking I

A progressive introduction to sea kayaking, providing the student with sound kayaking skills while introducing the guiding element. Skill set includes paddling skills, rescue techniques, equipment, navigation, ocean skills, interpretation of the coastal environment, weather and group/leadership skills.

WLP. 138 3 credits (60,0,0) hrs 1 wk

Sea Kayaking II

Prerequisite: WLP. 137.

An intensive course focusing on each student's ability to make safe leadership decisions, perform surf landings and launches, and provide appropriate client care and instruction. Competent students may achieve industry certification in sea kayaking.

WLP. 139 1 credit (24,0,0) hrs 1 wk

River Kayaking Clinic

This clinic introduces students to river kayaking equipment, safety procedures, strokes and rolling techniques. Skills will be introduced on flat water and will progress to river paddling.

WLP. 140 1 credit (24,0,0) hrs 1 wk

River Rescue Clinic

This intensive course is designed to provide students with a solid foundation in river rescue. Competent students may receive industry certification in river rescue.

WLP. 141 1 credit (24,0,0) hrs 1 wk

Telemark Clinic

Prerequisite: WLP. 132.

Students will develop and demonstrate competency in skiing and teaching basic, intermediate, and advanced telemark skills. Competent students may achieve industry certification in telemark skiing.

WLP. 142 3 credits (60,0,0) hrs 1 wk

Sailing

Basic sailing skills are developed in this course including general seamanship, acting as a competent crew, basic navigational skills, and emergency procedures. Competent students may achieve industry certification in sailing.

WLP. 153 3 credits (60,0,0) hrs 1 wk

Guiding Leadership

This course examines the concepts of leadership and team building and expands on this theme through the exploration of skills and techniques.

WMST 100 3 credits (4,0,0) hrs 15 wks

Introduction to Women's Studies

This course will examine the status and role of women in Canadian society. Topics will include the impact of Women's Studies on traditional academic disciplines, the nature and origins of patriarchy, women and work, reproductive rights, pornography, and sexuality. It will investigate issues of power focusing on race, class and sexuality. It will trace the development of gender role divisions in the family and other social institutions and examine the influence of education, media and art on the development of women's social and legal status.

WMST 102 3 credits (4,0,0) hrs 15 wks

Political Economy of Women

This course will examine women's work from the pre-industrial time until today. Topics such as participation in the workplace, inequality in the labour markets, exclusion of household production in the system of National Accounts, and attempts to measure unpaid work will be covered. The course will also examine the impact of free trade, technology, privatization, and economic restructuring on women. Topics will also include an examination of the effects of the mounting debt and economic crisis on women in the less developed countries. Issues of current interest such as the comparable worth movement and the child care industry will be discussed.

WMST 104 3 credits (4,0,0) hrs 15 wks

Women Writers and Feminist Criticism

Prerequisite: EDT or LPI placement, or credit for ENGL 010.

A discussion-oriented course intended to broaden the students' awareness of, and appreciation for, literature produced by women writers with emphasis on contemporary writers. It will also introduce students to current feminist literary theory.

WMST 106 3 credits (4,0,0) hrs 15 wks

Contemporary American Women Writers

A discussion-oriented literature course intended to broaden and intensify the student's awareness of and appreciation of contemporary and recent important American women authors. There will be brief consideration of 19th and early 20th century works, but the focus will be on works published since WWII, including works of the 1990's. Although the focus will be on

plays, stories, novels, and poetry, there will be some exploration of those biographical matters and issues of critical status that mark the rise of women's writings from a sub-genre to full status acceptance by the best critics today.

WMST 110 3 credits (4,0,0) hrs 15 wks

Women and Psychology

In this course we examine the psychological construction of gender roles, their development in childhood and maintenance in adulthood. The course will examine current research in biology, socialization, personality and mental health, and will include issues of current interest such as sexuality, aging, violence against women, gender relations, and the workplace.

WMST 113 3 credits (4,0,0) hrs 15 wks

Women in Politics

This introductory course in Women's Studies will examine women's political participation in the political process from a multidisciplinary feminist format. The course will focus on Canadian examples and encourage students to examine the difficulties that affect women in particular. Students will be encouraged to research possible solutions to increasing women's political participation.

WMST 115 3 credits (4,0,0) hrs 15 wks

Women and Geography

This course uses a feminist perspective to examine how societal notions of maleness and femaleness shape our built environment and colour our perceptions of the world around us. Gender differences are apparent in how we live, work, travel, and explore. Drawing on geographical topics ranging from our everyday home and work experiences to the trafficking of women across borders, this course explores gender roles and patterns from cultures past and present.

WMST 122 3 credits (4,0,0) hrs 15 wks

Women in Anthropology

In this course the anthropological perspective will be applied to women in different cultures of the world: their role in economic, political, religious, kinship, and expressive systems; exploration of the work of women anthropologists and the effect of theory on understanding women; women's experience in cultures of the world.

WMST 130 3 credits (4,0,0) hrs 15 wks

Women and Art

This course surveys the history of women's involvement in Western art. The position of women in the visual arts and art history will be discussed and the methodological issues involved in reclaiming the history of women artists explored. Women's role as producers of art will be considered from Antiquity to the 20th century and the social, cultural and economic background of each period will be examined in order to understand the conditions under which these artists worked. The image of women in art will be looked at to reveal the underlying ideologies of each period.

Note: Students taking WMST 130 will not receive duplicate credit for AHIS 109.

WMST 140 3 credits (4,0,0) hrs 15 wks

Women, Science and Technology

This course will provide an insight into the role that science and technology play in our society and their impact on the lives of women. Topics will include an historical review of the role women have played in the development of science, investigation of the reasons for the traditionally low participation of women in scientific and technical fields, the relationship between science and gender, and discussion sessions on a variety of topics, such as ecofeminism, ecology and the environment, reproductive technologies, sociobiology, and information technology.

WMST 220 3 credits (4,0,0) hrs 15 wks

Women and the Past: A Historical Survey

We will examine the lives of women in the western world from ancient times to 20th century North America. Private lives as well as public and political activities will be studied. Topics will include the role of women in the early Christian church, women in monasticism, women and the family in pre-industrial Europe, the impact of industrialization, pioneers and pathbreakers, and the rise and nature of women's movements.

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CAPILANO COLLEGE

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STUDY ABROAD

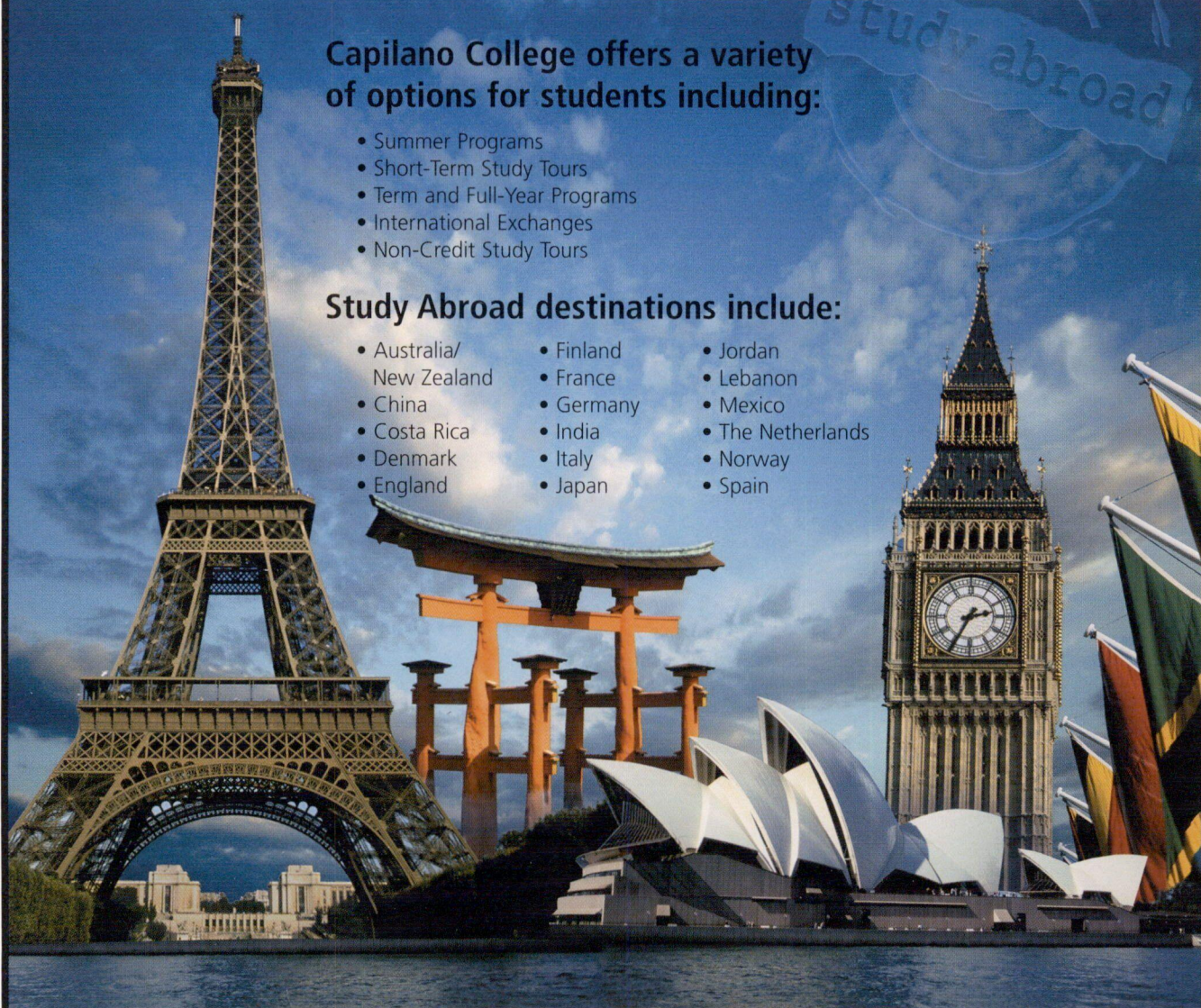
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